

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on March 14, 2023, at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

COMMISSIONERS ATTENDING: William P. Hurley

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REMOTELY: Joan M. Chiasson, Mark A. Lawhorne and John P. Matheson

MHA STAFF: Stephen G. Finn, Edward J. Fahey, Thomas P. Callaghan, Jr., Esq.

MHA STAFF ATTENDING

REMOTELY: Deborah A. Lungo

GUEST: Karin Nystrom

1. APPROVAL OF MINUTES

None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the Massachusetts Rental Voucher Program ("MRVP") and Section 8 payments for the month of February 2023, totaling 1,397,184.36, and the Revolving Fund payments for the month of February 2023, \$971,450.69

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously,

VOTED: To approve the bills and signing of the checks

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

3. FINANCIAL MATTERS

A. REVIEW OF MHA FINANCIAL COMPARATIVES

The Board reviewed the financial comparatives for the months of November 2022 and December 2022.

For edification purposes only.

B. IUVO

The Board reviewed a quote from Iuvo Technologies to upgrade the meeting, training and conference capabilities of the 630 Salem Street library IT system.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Mark A. Lawhorne, it was unanimously,

VOTED: To approve and accept the quote in the amount of \$12,330.08 from Iuvo Technologies for an upgrade of the IT system in the 630 Salem Street library to be paid by all AMP's, section 8 and the COCC.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

C. CARASOFT TECHNOLOGY

The Board reviewed the quote in the amount of \$2,248.20 from Carahsoft Technology Corp. for one year 300 attendee capacity business license and a one year zoom room license.

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously,

VOTED: To accept and approve the quote from Carahsoft Technology Corporation for one year Zoom license to enable the use of the technological upgrade to the IT system in the amount of \$2,248.20.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**D. DAMAZIO BUILDERS, INC. – ROCKLAND AVENUE ROOF REPLACEMENT
RESOLUTION-2023-02**

The Board analyzed a bid proposal for the Rockland Avenue 689-1 DHCD roof replacement project in the amount of \$44,805.00.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by John P. Matheson, it was unanimously,

VOTED: To award to Damazio Builders, Inc. as the most responsive and responsible low bidder and authorize the Executive Director to contract

with the Company for the Rockland Avenue roof replacement project, with payment up to the contract amount to be made by the state program through DHCD's CapHub Electronic system..

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**E. NORTHEAST CONSTRUCTION –ROCKLAND AVENUE RAMP REPLACEMENT
RESOLUTION 2023-03**

The Board analyzed a bid proposal for the Rockland Avenue Ramp Replacement project in the amount of \$68,400.00.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by John P. Matheson, it was unanimously,

VOTED: To award Northeast Construction the bid as the most responsive and responsible low bidder on the 13 Rockland Avenue ramp replacement project with a bid in the amount of \$68,400 and authorize the Executive Director to sign a contract with the Company in that amount, with payment up to that amount to be made by the state program through DHCD's CapHub Electronic system.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

F. CERTIFICATE OF COMPLETION -SPRINGDALE DOOR AND WINDOW PROJECT

The Board reviewed the certificate of completion and final invoice in the amount of \$13,766.50 from Alpha Contracting Associates, Inc. for the work completed on the Springdale window and door replacement project

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Mark A. Lawhorne, it was unanimously,

VOTED: To approve and authorize payment of the invoice and to further authorize the Executive Director to sign and submit the invoice and the certificate of completion to DHCD's CapHub

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

G. MJS CONSTRUCTION—CHANGE ORDER

The Board examined a change order in the amount of \$6,956.13 from MJS Construction for additional work on the Linden basement water remediation project.

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously,

VOTED: To approve the change order from MJS in the amount of \$6,955.13 to be offset by reducing other project scope and authorize the Executive Director to sign the change order.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

H. YMCA – INVOICE

The Board reviewed the monthly invoice in the amount of \$4,166.67 from the YMCA for the provision of membership services to MHA HUD assisted resident families.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously,

VOTED: To approve the payment of \$4,166.67 to the YMCA for Federal Resident Family Membership services for the month of February 2023 to be paid from the COCC.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

I. DIANE COHEN-INVOICE

The Board considered an invoice dated March 4, 2023, the amount of \$437.50 from Diane Cohen for professional consulting services provided to MHA's Occupancy and FSS program staff.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously,

VOTED: To pay invoice from Diane Cohen in the amount of \$437.50 for consulting service with cost to be paid by the federal public housing and COCC programs.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

J. JAMES HENNESSEY- INVOICE

The Board reviewed an invoice in the amount of \$1,012.50 dated March 7, 2023, from James Hennessey section 8 quality control inspectional services.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously,

VOTED: To approve the invoice from James Hennessey in the amount of \$1,012.50 with payment to be made from section 8.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

K. SOCOTEC – CHANGE ORDER

The Board Studied a change order from Socotec in the amount of \$50,000 for additional design services to be provided for 120 Mountain Avenue 2nd floor repair project.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Mark A. Lawhorne, it was unanimously,

VOTED: To approve the change order from Socotec in the amount of \$50,000 for additional design and contract administration on the Mountain Avenue 2nd floor repair project with payment to be made by the capital fund.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

L. MALDEN POLICE DEPARTMENT-INVOICES (3)

The Board examined three (3) invoices from the Malden Police Department for completed detail assignments totaling \$1,548.15 as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
2/24/2023	28588	\$ 309.63
02/27/2023	28599	619.26

3/01/2023	28632	<u>619.26</u>
TOTAL		\$1,548.15

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by John P. Matheson, it was unanimously,

VOTED: To approve and authorize payment of three (3) invoices from the Malden Police Department in the total sum of \$1,548.15 for detail coverage at various MHA developments, with cost allocated to the AMPs served.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

4. POLICIES AND CONTRACTS

A. OVER INCOME PUBLIC HOUSING FAMILIES

The Board reviewed HUD's updated and revised Guidance and policy on over-income Public Housing Families.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Mark A. Lawhorne, it was unanimously,

VOTED: To adopt all HUD's mandatory over-income public housing family Provisions required to be effective as of March 16, 2023, as same are included in HUD's Federal Register Publication Docket #FR-6057-F-03 implementing HOTMA sections 102,103 and 104 and to revise and Adopt MHA's ACOP to include all of same.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

5. REVIEW OF CHARITABLE REQUESTS

Thank you for donation from Dana-Farber/Jimmy Fund. Nothing more required

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS

A. MALDEN COMMUNITY PRESERVATION COMMITTEE – MHA APPOINTMENT

The issue of MHA's appointment to the Malden Community Preservation Committee was presented to the Board with a need for a Commissioner to serve on the Committee as MHA's Appointee.

For informational purposes at this time.

B. MASS NAHRO NEWS

For informational purposes at this time.

C. NAHRO MONITOR

For informational purposes at this time.

7. CAPITAL INVOICES AND REQUISITIONS

The following payment approved invoices, purchase/task orders, and project-related documentation were provided to the Board for informational purposes only:

Socotec Design invoice \$15,250 Forestdale 667-3 ModPhase Project-DHCD CapHub

WDG invoice \$645 for Linden basement water remediation project AMP 1

Deiulis Brothers Forestdale 667-3 ModPhase Project notice of two (2) pending change orders: Window installation detail; and add roller shades.

8. REVIEW OF TRAINING AND CONFERENCES OFFERINGS

- a. NEAHAM Maintenance Expo Foxborough, May 9, 2023
Registration and hotel information- 12 MHA maintenance staff to attend
- b. NELROD Annual Conference April 18-22 (travel) All information – 2 staff to attend

9. OPEN DISCUSSION

None

ADJOURNMENT

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously,

VOTED: To adjourn

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson, Mark A. Lawhorne and Karin Nystrom

Nays: None

03/14/2023

Adjourned at 9:06 AM


Joan M. Chiasson, Secretary