

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority (MHA) was held on November 20, 2023, at 1:00 PM at the office of the Authority, 630 Salem Street, Malden, MA 02148. With a commissioner attending remotely, all votes are by roll call.

COMMISSIONERS ATTENDING: Joan M. Chiasson and Karin H. Nystrom

COMMISSIONERS ATTENDING
REMOTELY: William P. Hurley

COMMISSIONERS ABSENT: Mark A. Lawhorne

MHA STAFF: Stephen G. Finn, Edward J. Fahey, Barbara A. Hooley and
Thomas P. Callaghan, Jr.

1. APPROVAL OF MINUTES

The Board scrutinized the minutes of October 24, 2023.

After due discussion and upon motion duly made by Karin H. Nystrom and seconded by William P. Hurley, it was unanimously:

VOTED: To approve the minutes of October 24, 2023

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

2. APPROVAL OF THE BILLS AND SIGNING OF CHECKS- None

3. FINANCIAL MATTERS

A. MHA Monthly Budget Comparison (Review only)

The Board received the monthly budget comparison for July and August 2023 for information only.

B. YMCA INVOICES

The Board examined an invoice from the Malden YMCA dated 11/2/2023 in the amount of \$4,166.67 for the provision of MHA Federal Family Memberships for the month of October, 2023 with cost to be paid by the COCC.

After due discussion and upon motion duly made by Karin H. Nystrom and seconded by William P. Hurley, it was unanimously:

VOTED: To approve payment of an invoice from the Malden YMCA in the amount of \$4,166.67 for the provision of MHA Federal Family Memberships for the month of October 2023 with cost to be paid by the COCC.

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

C. MHA CY2023 ANNUAL HOLIDAY PARTY

The Executive Director requested that the Board authorize a maximum budget of \$4,500.00 for MHA's Annual Holiday Party at Anthony's of Malden on 12/14/23 with cost to be paid by the COCC.

After due discussion and upon motion duly made by Karin H. Nystrom and seconded by William P. Hurley, it was unanimously:

VOTED: To approve and authorize the Executive Director to spend up to \$4,500.00 for MHA's Annual Holiday Party at Anthony's of Malden on 12/14/23 with cost to be paid by the COCC.

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

D. SG Risk Management Consulting

The Board reviewed an invoice from SG Risk Management Consulting dated 11/3/2023 the amount of \$1,140.00 for professional insurance and risk management consulting for the months of August, September and October with cost allocated as stated on invoice.

After due discussion and upon motion duly made by William P. Hurley and seconded by Karin H. Nystrom, it was unanimously:

VOTED: To approve payment of an invoice from SG Risk Management Consulting in the amount of \$1,140.00 for insurance consulting for the months of August, September and October with cost allocated as stated on the invoice.

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

E. Malden Police Invoices

The Board analyzed nine (9) invoices from the Malden Police with payments to be allocated to the AMP's served as follows:

Date	Invoice #	Amount
10/23/23	30359	\$1,639.20
10/27/23	30412	\$327.84
10/30/23	30425	\$655.68
11/02/23	30458	\$655.68
11/03/23	30471	\$327.84
11/06/23	30485	\$983.52
11/13/23	30521	\$2,130.97
11/14/23	30544	\$491.77
11/15/23	30555	\$327.84
	Total	\$7,540.34

After due discussion and upon motion duly made by Karin H. Nystrom and seconded by William P. Hurley and seconded by, it was unanimously:

VOTED: To approve and authorize payment of nine (9) invoices from the Malden Police Department for a total cost of \$7,540.34 for detail coverage at various MHA developments with cost to be allocated to the AMPs served.

Ayes: Joan M. Chiasson, William P. Hurley, and Karin H. Nystrom

Nays: None

F. Gary L. DePace CPA, PC

The Executive Director requested approval and authorization to sign a one (1) year Engagement Letter with Gary L. DePace CPA, PC for completion of MHA's EOHLC required FY2023 Agreed Upon Procedures (AUP) audit with four (4) additional one (1) extensions at MHA's option.

After due discussion and upon motion duly made by William P. Hurley and seconded by Karin H. Nystrom, it was unanimously:

VOTED: To approve and authorize the Executive Director to sign a one (1) year agreement with Gary L. DePace CPA, PC for AUP services prescribed by EOHLC for FYE 2023, including four (4) additional one (1) year extensions at MHA's option.

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

G. United Elevator

The Board examined a memo from the Director of Procurement summarizing a bid from United Elevator in the amount of \$75,400.00 as the most responsive and responsible bidder on the elevator service solicitation and authorization for the Executive Director to execute a one-year contract with the Company in the amount of the bid with the sole option in MHA to extend up to four (4) additional one-year terms with payment to be made by the AMP's served.

After due discussion and upon motion duly made by Karin H. Nystrom and seconded by William P. Hurley, it was unanimously:

VOTED:

To approve the bid from United Elevator in the amount of \$75,400.00 as the most responsive and responsible bidder on the elevator service solicitation and authorization for the Executive Director to execute a one-year contract in the amount of the bid with MHA's sole option to extend up to four (4) additional one-year terms with payment to be made by the AMP's served.

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

4. POLICIES AND CONTRACTS

a.) The Executive Director asked the Board to accept, incorporate, and adopt all applicable revisions contained in Nan McKay's September 2023 Model HCV Administrative Plan as it pertains to MHA's current HCV Administrative Plan.

After due discussion and upon motion duly made by William P. Hurley and seconded by Karin H. Nystrom, it was unanimously:

VOTED:

To Approve and Adopt all applicable revisions contained in Nan McKay's September 2023 Model HCV Administrative Plan and to incorporate same into MHA's Section 8 Administrative Plan.

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

5. REVIEW OF CHARITABLE REQUESTS None

6. **CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS:**

- a.) NAHRO News -Information Only
- b.) PHADA Advocate-Information Only
- c.) Letter From Malden Fire Chief Stephen J. Froio- Information Only

7. **REVIEW OF APPROVED FOR PAYMENT CAPITAL INVOICES, REQUISITIONS FOR PAYMENT AND ALL OTHER APPLICABLE PROJECT DOCUMENTATION (EDIFICATION ONLY)**

- a.) Invoice dated 10/25/2023 in the amount of \$8,356.77 and certificate of completion from Damazio Builders Inc for the 13 Rockland Ave Roof Replacement project with payment and processing to be made by the state through CapHub.
- b.) Two (2) Requisitions for payment from Homer Contracting, the 1st #6 dated 9/6/2023 in the amount of \$408,500.00 and the 2nd #7 dated 10/11/2023 in the amount of \$277,400.00 for the Newland Window/Siding project with the costs to be paid by the CFP.
- c.) Application for payment dated 10/20/2023 in the amount of \$7,125.00 from Jupiter Electric for work completed on the Springdale Fire Alarm project with payment made by the state program through CapHub.
- d.) Application for Payment dated 9/29/2003 in the amount of \$34,912.49 from Stanley Roofing for work completed on the 89 Pearl Street roof replacement project with cost to be paid by the CFP.
- e.) Requisition for payment dated 11/08/2023 in the amount of \$18,034.32 from Drizos Contracting for Scattered sites window/siding project with cost to be paid by the CFP.
- f.) Invoice dated 10/31/23 in the amount of \$4,500.00 from Socotec for 89 Pearl Street Roof Design with cost to be paid by the CFP.
- g.) Application for payment dated 11/07/2023 in the amount of \$119,992.17 from Deiulis Brothers Construction for State ModPhase project with cost paid by the state program through CapHub.
- h.) Invoice dated 10/31/2023 in the amount of \$17,025.00 from Socotec for 120 Mountain Ave 2nd floor/floor project with cost to be paid by the CFP.
- i.) Application for payment dated 11/08/2023 in the amount of \$550,655.41 from Stanley Roofing for work completed on the 89 Pearl Street Roof Replacement Project with cost to be paid by the CFP.

8. REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS

- a) The Board was informed of the Nelrod Consortium 24th Annual Conference from April 9th through 13th in Las Vegas, NV

9. OPEN DISCUSSION

- a) A draft of EOHLC Required Fiscal Year End 2023 certifications was presented to the Board.
- b) The EOHLC Certification of Compliance with notification procedures for Federal and State Lead paint laws; Top 5 Compensation form; Year-End Financial Statement and Tenants Accounts Receivable Data, and Fiscal Year End Certification of Preparer and Executive Director was received by the Board.
- c) The Board considered a request from Public Housing Specialist, Paula Eccleston, to take vacation from 11/27/2023 through 12/01/2023, which is one week prior to the end of her 6-month probationary period. Her request is supported by Public Housing Director, Jen Carlson.

After Due discussion and upon motion duly made by Karin H. Nystrom and seconded by William P Hurley:

VOTED: To approve and authorize Public Housing Specialist, Paula Eccleston, to take vacation from 11/27/2023 through 12/01/2023 with time to be offset against time accrued when earned.

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

- d) The Executive Director discussed the City of Malden Holiday Schedule (closing at 12pm on Wednesday 11/22/2023 for the Thanksgiving holiday) and requested the Board to authorize MHA closing at noon on 11/22/23 as well.

After due discussion and upon motion duly made by William P. Hurley and seconded by Karin H. Nystrom, it was unanimously:

VOTED: To approve and authorize MHA to close at Noon on Wednesday, 11/22/23.

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

- e) The Executive Director presented two dates for the upcoming December Board Meeting (December 12th and December 19th).

After due discussion and upon motion duly made by Karin H. Nystrom and seconded by William P Hurley:

VOTED: To approve and authorize the December Board Meeting to be held on Tuesday, December 12, 2023 at 8:30 AM

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

- f) The Executive Director presented requests from Section 8 Director Yolanda Velazquez, Occupancy/Tenant Selection Director Lisa Martorana, and Public Housing Director Jen Carlson for permission to use their MHA credits cards for team building lunches for their particular staff in December.

After due discussion and upon motion duly William P. Hurley and seconded by Karin H. Nystrom, it was unanimously:

VOTED: To approve and authorize Yolanda Velazquez, Lisa Martorana and Jen Carlson to use their MHA credit card for team building lunches for their staff.

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

- g) The Board examined a request to award Section 8 Specialist, Jamie Burns, a \$500.00 per month stipend for administrative support to be provided MHA's Section 8 FSS Coordinator retroactive to November 1, 2023 and continuing month to month as long as needed.

After due discussion and upon motion duly made by Karen H. Nystrom and seconded by William P Hurley, it was unanimously:

VOTED: To approve and authorize a \$500.00 per month stipend to Section 8 Specialist Jamie Burns for administrative support to be provided monthly to MHA's Section 8 FSS Coordinator retroactive to November 1, 2023 and continuing month to month as long as needed.

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

- e) The Executive Director asked for consideration to continue MHA's traditional grant of four (4) hours' time off for each Employee subject to Supervisory approval for holiday shopping to be used between 11-27-2023 and 12-22-2023.

After due discussion and upon motion duly made by Karen H. Nystrom and seconded by William P Hurley, it was unanimously:

11/20/2023

VOTED: To approve and grant four (4) hours to each MHA Employee for holiday shopping to be used between 11-27-2023 and 12-22-2023.

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

ADJOURNMENT

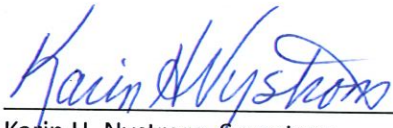
After due discussion and upon motion duly made by Karin H. Nystrom and seconded by William P. Hurley it was unanimously:

VOTED: To Adjourn

Ayes: Joan M. Chiasson, William P. Hurley and Karin H. Nystrom

Nays: None

Adjourned at 2:05 PM


Karin H. Nystrom, Secretary