

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority (MHA) was held on October 24, 2023, at 8:30 AM 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: William P. Hurley, Joan M. Chiasson and Karin Nystrom

COMMISSIONERS ATTENDING
REMOTELY: Mark A. Lawhorne

COMMISSIONERS ABSENT: None

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

1. APPROVAL OF MINUTES

The Board reviewed the minutes of October 10, 2023

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

VOTED: To approve the minutes of October 10, 2023

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

Nays: None

2. APPROVAL OF THE BILLS AND SIGNING OF CHECKS

A.) The Board perused the Section 8 and MRVP rental payments for the month of September, 2023 totaling \$1,481,174.35

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously:

VOTED: To approve the bills and signing of checks for September 2023.

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

Nays: None

B.) The Board studied the Revolving Fund Register for the month of August 2023 totaling \$948,706.42.

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously:

VOTED: To approve the bills and signing of checks for September 2023.

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

Nays: None

3. FINANCIAL MATTERS

A. PHILADELPHIA INSURANCE COMPANY

The Board analyzed an invoice from Philadelphia Insurance Companies dated 9/26/23 in the amount of \$2,022.00 for Option B flood insurance coverage on the 57-63 Coleman Street with cost to be paid by AMP 1.

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

VOTED: To approve and authorize payment to Philadelphia Insurance Companies in the amount of \$2,022.00 for Option B flood insurance coverage on 57-63 Coleman Street with cost to be paid by AMP 1.

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

Nays: None

B. Deiulis Brothers

The Board considered ten (10) change order proposals from Deiulis Brothers Construction for additional or revised work on the Forestdale ModPhase project. The 1st dated 10/5/2023 in the amount of \$11,104 for Building A electrical panel temporary wire installation, the 2nd dated 10/6/2023 in the amount of \$17,729 for the installation of 66 new range hoods, the 3rd dated 10/13/2023 in the amount of \$9,573 for installation of outlet wire mold, the 4th dated 10/6/2023 in the amount \$3,262 for drywall installation in Building A only, the 5th dated 10/6/2023 in the amount of \$5,525 for electrical hood fan work, the 6th dated 10/6/2023 in the amount of \$10,037 for entry door sill work, the 7th dated 10/6/2023 in the amount of \$13,360 for the addition of electrical cords for all ovens and the 8th dated 10/13/2023 in the amount of \$20,933 for the conversion of gas to electric dryers, the 9th dated 10/19/2023 in the amount of \$6,862 for hardwiring ovens and the 10th dated 10/13/2023 in the amount of \$45,050 for dedicated refrigerator electric circuits in all units, with Authorization for the Executive Director to sign and submit all of same to EOHLC through CapHub.

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously:

VOTED: To approve and authorize ten (10) change order proposals from DeJulis Brothers Construction for additional or revised work on the Forestdale ModPhase project, The 1st dated 10/5/2023 in the amount of \$11,104 for Building A electrical panel temporary wire installation, the 2nd dated 10/6/2023 in the amount of \$17,729 for the installation of 66 new range hoods, the 3rd dated 10/13/2023 in the amount of \$9,573 for installation of outlet wire mold, the 4th dated 10/6/2023 in the amount \$3,262 for drywall installation in Building A only, the 5th dated 10/6/2023 in the amount of \$5,525 for electrical hood fan work, the 6th dated 10/6/2023 in the amount of \$10,037 for entry door sill work, the 7th dated 10/6/2023 in the amount of \$13,360 for the addition of electrical cords for all ovens and the 8th dated 10/13/2023 in the amount of \$20,933 for the conversion of gas to electric dryers, the 9th dated 10/19/2023 in the amount of \$6,862 for hardwiring ovens and the 10th dated 10/13/2023 in the amount of \$45,050 for dedicated refrigerator electric circuits in all units, with Authorization for the Executive Director to sign and submit all of same to EOHLIC through CapHub.

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

Nays: None

C. YMCA INVOICES

The Board examined two (2) invoices from the Malden YMCA for the provision of Afterschool Program Services for the month of September, 2023 the 1st dated 9/30/2023 in the amount of \$2,257.20 for Newland Street and the 2nd dated 9/30/2023 in the amount of \$3,203.20 for Linden with payment to be made by AMP 1

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

VOTED: To approve payment of two (2) invoices from the Malden YMCA for the provision of Afterschool Program Services for the month of September, 2023 the 1st dated 9/30/2023 in the amount of \$2,257.20 for Newland Street and the 2nd dated 9/30/2023 in the amount of \$3,203.20 for Linden with payment to be made by AMP 1.

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

Nays: None

D. Mystic Valley Elder Services

The Board reviewed an invoice from Mystic Valley Elder Services dated 10/11/2023 in the amount of \$10,089.51 for onsite Resident Service Coordinators for the month of September, 2023 with costs to be paid by AMP's served.

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously:

VOTED: To approve and authorize payment of an invoice from Mystic Valley Elder Services dated 10/11/2023 in the amount of \$10,089.51 for onsite Resident Service Coordinators for the month of September, 2023 with costs to be paid by Amp's served.

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

Nays: None

E. Malden Police Invoices

The Board analyzed ten (10) invoices from the Malden Police with payments to be made by the AMP's served.as follows:

Date	Invoice #	Amount
09/28/23	30156	\$327.84
10/01/23	30179	\$655.68
10/03/23	30206	\$327.84
10/04/23	30231	\$573.72
10/05/23	30240	\$655.68
10/08/23	30260	\$327.84
10/12/23	30271	\$655.68
10/17/23	30289	\$1,311.36
Date	Invoice#	Amount
10/18/23	30321	\$1,311.36
10/19/23	30342	\$327.84
TOTAL		\$6,474.84

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously:

VOTED: To approve and authorize payment of ten (10) invoices from the Malden Police Department for a total cost of \$6,474.84 for detail coverage at various MHA developments with cost to be allocated by AMPs served.

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

Nays: None

F. Gordon Griffin LLC

The Executive Director requested approval of the FY2024 Engagement Letter from Gordon and Griffin LLC for Fee Accountant services at the cost of \$7,355/month through January 2024 and then increasing to \$7,502/month through September, 2024 and authorization for the Executive Director to sign same in accordance with MHA's current contract.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously:

VOTED: To approve of the FY2024 Engagement Letter from Gordon and Griffin LLC for Fee Accountant services at the cost of \$7,355/month through January 2024 and increasing to \$7,502/month through September, 2024 and authorization for the Executive Director to sign same in accordance with MHA's current contract.

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

Nays: None

4. **POLICIES AND CONTRACTS** None

5. **REVIEW OF CHARITABLE REQUESTS** None

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

a.) NAHRO Monitor -Information Only

b.) PHADA Advocate-Information Only

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

a.) Invoice from MKA Architecture dated 10-5-23 in the amount of \$10,000.00 for Construction Administration Services provided on the AMP 1 Window and Siding Replacement project with payment made by the CFP.

8. **REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS**

a) NERC/NAHRO-Mid-winter Conference February 5th thru 7th at the Mohegan Sun Sky Convention Center in Uncasville, CT.

9. OPEN DISCUSSION

- a) NSHEDA Annual Legislative Breakfast-Friday, November 17th, 2023 at 9:30am at Spinelli's Lynnfield, MA.
- b) The Board discussed Ed Dorazio and his partner performing at MHA's Annual Holiday Party at Anthony's on Thursday, December 14th at Noon at a cost of \$250.00 for the event with cost to be paid by the COCC.

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

VOTED: To approve and authorize payment of \$250.00 to Ed Dorazio to perform at the MHA's Annual Christmas Party on Thursday, December 14th at Noon at Anthony's.

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

Nays: None

ADJOURNMENT

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously:

VOTED: To Adjourn

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

Nays: None

Adjourned at 9:05 AM


Karin Nystrom, Secretary