

**THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority (MHA) was held on December 12, at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

COMMISSIONERS ATTENDING: Joan M. Chiasson, William P. Hurley, Mark A. Lawhorne and Karin H. Nystrom

COMMISSIONERS ATTENDING REMOTELY: None

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

**1. APPROVAL OF MINUTES**

**The Board reviewed the minutes of 11-20-2023.**

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 the 11-20-2023 Board Meeting.

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

Nays: None

**2. APPROVAL OF THE BILLS AND SIGNING OF CHECKS-**

**A.) The Board perused the Section 8 and MRVP Rent Payment Register for the month of November, 2023 totaling \$1,527,453.35**

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 Section 8 and MRVP for November, 2023.

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

Nays: None

**B.) The Board studied the Revolving Fund Payment Register for the month of October 2023 totaling \$1,296,245.63**

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

VOTED: To approve the bills and signing of checks for the Revolving Fund for November, 2023

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

Nays: None

**3. FINANCIAL MATTERS**

**A. DEIULIS BROTHERS-CHANGE ORDER**

The Board considered correcting a change order request from Deiulis Construction PCO#011 dated 9/18/23 in the amount of \$18,616.00 to the accurate amount of \$18,653.14 for required electrical meter installation work on the Forestdale ModPhase project with cost to be paid by the state program and authorization for the Executive Director to sign and submit same to EOHLC through CapHub.

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 payment of a corrected change order request from Deiulis Constructuction to the adjusted amount of \$18,653.14 for required electrical meter installation work on the Forestdale ModPhase project with cost to be paid by the state program and authorization for the Executive Director to sign and submit same to EOHLC through CapHub

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

Nays: None

**B. ODYSSEY ADVISORS INC.**

The Board evaluated an invoice from Odyssey Advisors Inc dated 11/28/2023 in the amount of \$2,250.00 for completion of MHA's Government Account Standards Board Report ("GASB 68/67") for the fiscal year ending September 30, 2023 with cost to be determined by the Finance Director.

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

VOTED: To approve and authorize payment of invoice from Odyssey Advisors Inc dated 11/28/2023 in the amount of \$2,250.00 for completion of MHA's GASB 68/67 Report for the fiscal year ending September 30, 2023 with cost to be determined by the Finance Director.

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

Nays: None

**C. MYSTIC VALLEY ELDER SERVICES**

The Board examined two (2) invoices from Mystic Valley Elder Services for Resident Coordinator Services, the first dated 11/28/23 in the amount of \$16,518.06 for the month of October 2023, the 2<sup>nd</sup> dated 12/11/23 in the amount of \$16,543.58 for the month of November, 2023 with cost to be paid by the AMP's served.

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 two (2) invoices from Mystic Valley Elder Services for Resident Coordinator Services, the first in the amount of \$16,518.06 for October 2023, and the second in the amount of \$16,543.58 for November, 2023 with cost to be paid by the AMP's served.

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

Nays: None

**D. DIANE COHEN**

The Board analyzed an invoice dated 12/3/23 in the amount of \$3,375.00 from Diane Cohen for consulting provided MHA's Occupancy and Section 8 Departments and revision of both MHA's Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Policy to include required HUD HOTMA guidance with cost to be paid by federal public housing and section 8.

After due discussion and upon motion duly made by Karin H. Nystrom and seconded by Mark A. Lawhorne, it was unanimously:

VOTED: To approve payment of invoice from Diane Cohen in the amount of \$3,375.00 for consulting services provided to MHA's Occupancy and Section 8 Departments with cost to be paid by federal public housing and section 8.

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

Nays: None

**E. EPC SOLUTIONS LLC**

The Board studied an invoice from EPC Solutions LLC dated 12/01/2023 in the amount of \$7,250.00 for contractual energy consulting and reporting services with costs paid by the EPC and the federal program.

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 invoice from EPC Solutions LLC in the amount of \$7,250.00 for energy consulting services with cost to be paid by the EPC and the federal program.

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

Nays: None

**F. PITNEY BOWES**

The Executive Director requested approval and authorization to enter a five (5) year lease agreement with Pitney Bowes for Postage Machine Lease at a cost of \$368.82 per month (or \$4,425.84 per year) with terms pursuant to the state approved CommBuys solicitation with cost to be paid by each cost center served.

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

VOTED: To approve and authorize the Executive Director to enter a five (5) year lease agreement with Pitney Bowes for Postage Machine Lease at a cost of \$368.82 per month (or \$4,425.84 per year) with cost to be paid by each cost center served.

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

Nays: None

**G. DRIZOS CONTRACTING INC**

The Executive Director requested approval and authorization to sign Certificate of Substantial Completion from Drizos for completion of work on the AMP 1 scattered site window and siding replacement project.

After due discussion and upon motion duly made by Karin H. Nystrom and seconded by Mark A. Lawhorne, it was unanimously:

VOTED: To approve and authorize the Executive Director to sign Certificate of Substantial and Final Completion, from Drizos for completion of work on the AMP 1 scattered site window and siding replacement project.

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

Nays: None

**H. SUFFOLK MANOR RESIDENT ASSOCIATION CLUB**

The Board considered a request from Suffolk Manor Resident Association's President Rochelle Bluefort for \$1,500.00 funding allocation for the remainder of 2023 with cost to be paid by the COCC.

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

VOTED: To approve and authorize payment of the remainder \$1,500.00 funding allocation to the Suffolk Manor Residents Association, with cost to be paid by the COCC.

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

Nays: None

**I. NORTHEAST GAS ASSOCIATION**

The Board examined two (2) invoices from Northeast Gas Association, the 1<sup>st</sup> dated 10/6/2023 in the amount of \$294.00 and the 2<sup>nd</sup> dated 11/8/2023 in the amount of \$2,133.00 for Training Sessions for Paul McCuish and Ed Fahey of MHA with Paul McCuish's cost to be paid by the CFP line item 1408 and Ed Fahey's 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 payment of two (2) invoices from Northeast Gas Association, the 1<sup>st</sup> in the amount of \$294.00 and the 2<sup>nd</sup> in the amount of \$2,133.00 for training sessions with Paul McCuish's cost to be paid by the CFP line item 1408 and Ed Fahey's cost to be paid by the COCC.

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

**Nays:** None

#### **J. MALDEN POLICE INVOICES**

The Board analyzed seven (7) invoices from the Malden Police with payments to be allocated to the AMP's served as follows:

| Date         | Invoice # | Amount            |
|--------------|-----------|-------------------|
| 11/21/23     | 30611     | \$983.52          |
| 11/27/23     | 30630     | \$1,639.20        |
| 11/30/23     | 30657     | \$327.84          |
| 12/01/23     | 30674     | \$327.84          |
| 12/05/23     | 30692     | \$983.52          |
| 12/06/23     | 30712     | \$327.84          |
| 12/08/23     | 30734     | \$655.68          |
| <b>TOTAL</b> |           | <b>\$5,245.44</b> |

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Karin H. Nystrom, it was unanimously:

**VOTED:** To approve and authorize payment of seven (7) invoices from the Malden Police Department with a total cost of \$5,245.44 for detail coverage at various MHA developments with cost to be allocated to the AMP's served.

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

**Nays:** None

#### **K. UMASS TRAINING**

The Board perused two (2) invoices for training attended by MHA Exterminator, Paul Wiswall, the 1<sup>st</sup> from UMASS Extension dated 11/7/2023 at a cost of \$320.00 with \$281.18 to be paid by the CFP and \$38.82 to be paid by the state program, and the 2<sup>nd</sup>

from NEMPA dated 1/26/2023 at a cost of \$300.00 with \$263.60 to be paid by the CFP and \$36.40 to be paid by the state program.

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

VOTED: To approve and authorize payment of two (2) invoices for training attended by MHA Exterminator, Paul Wiswall, with costs allocated as detailed above.

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

Nays: None

**L. NELROD**

The Board considered eleven (11) invoices dated 11/28/2023 in the amount of \$140.00 each for Nelrod's Maintenance Fair Housing training with cost in the amount of \$1,226.03 allocated to the CFP, in the amount of \$140.00 allocated to the COCC and in the amount of \$173.97 allocated to the state program or 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 payment of (11) invoices dated 11/28/2023 in the amount of \$140.00 each for Nelrod's Maintenance Fair Housing training with cost in the amount of \$1,226.03 allocated to the CFP, in the amount of \$140.00 allocated to the COCC and in the amount of \$173.97 allocated to the state program or COCC .

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

Nays: None

**M. YMCA**

The Board reviewed an invoice dated 12/11/2023 in the amount of \$4,166.67 from the Malden YMCA for provision of federal public housing family memberships for the month of November 2023 with cost to be paid by the COCC.

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 payment in the amount of \$4,166.67 from the Malden YMCA for provision of federal public housing family

memberships for the month of November 2023 with cost to be paid by the COCC.

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

Nays: None

4. **POLICIES AND CONTRACTS** None

5. **REVIEW OF CHARITABLE REQUESTS**

a.) The Board evaluated a request for a donation to the Tom Heerter Memorial Fund

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Karin H. Nystrom, it was unanimously:

VOTED: To approve and authorize a donation in the amount of \$100.00 from the COCC to the Tom Heeter Memorial Fund.

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

Nays: None

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

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

- a) Invoice dated 7/27/2023 in the amount of \$1,320.00 from Shekar and Associates Inc. for reimbursable asbestos testing at Forestdale 667-1 with cost paid by the state program through CapHub.
- b) Invoice and Certificate of Final Completion from Jupiter Electric dated 11/27/2023 in the amount of \$5,345.00 for work completed on the Springdale Fire Alarm Project with payment made by the state program through CapHub.
- c) Invoice dated 12/6/2023 in the amount of \$8,400.00 from Shekar & Associates for bidding and construction administration on the Forestdale 667-2 Springdale Fire Alarm project with cost paid by the state program through CapHub.
- d) Corrected Invoice from Northeast Construction dated 11/20/2023 in the amount of \$64,980.00 for work completed on the 13 Rockland Ave Roof Replacement project with cost paid by the state program through CapHub.



- e) Requisition for payment #12 dated 12/5/2023 in the amount of \$11,276.74 from Drizos Contracting for work completed on the AMP 1 scattered site window and siding replacement project with cost to be paid by the COCC.
- f) Change Order dated 11/9/2023 in the amount of \$98,327.26 with 5 additional calendar days added to the project timeline from Deiulis Brothers Construction on the Forestdale ModPhase project with cost paid by the state through CapHub.

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

- a) The Board was informed of the NERC/NAHRO-Mid-Winter Conference-February 4<sup>th</sup> through 7<sup>th</sup>-Mohegan Sun Sky Convention Center and purchase of Conference program Book Full Page Ad for \$175.00 with cost paid by the COCC.
- b) 2024 MASSNAHRO Spring Conference-March 24<sup>th</sup> through 26<sup>th</sup>-UMass-Amherst.

**9. OPEN DISCUSSION**

- a) Executive Director informed the Board of his approval of Occupancy Specialist, Shantel Cruz, to use 20.5 hours of vacation time prior to the end date of her six (6) month probationary period (1/17/2024) with time to be offset with time earned at the time.
- b) Proposed dates of 2024 Board Meetings January through June.
- c) Mandatory LHA Board Member Training Launch.
- d) Consideration of Tuesday December 26, 2023, as a Holiday day off consistent with City's policy.

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 December 26, 2023, as a Holiday Day off for MHA staff.

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

Nays: None

- e) Donation of \$119.00 from the Mystic Valley Regional Charter School National Honor Society.

- f) Consideration to increase MHA Holiday Party Budget from \$4,500.00 to \$5,000.00.

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 to increase the Holiday Party Budget from \$4,500.00 to \$5,000.00.

Ayes: Joan M. Chiasson, William P. Hurley, Mark Lawhorne 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 and Mark A. Lawhorne it was unanimously:

VOTED: To Adjourn

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

Nays: None

Adjourned at 9:20 AM

  
Karin H. Nystrom, Secretary