

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority (MHA) was held on January 9, 2024, 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 role call.

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

COMMISSIONERS ATTENDING
REMOTELY: 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 reviewed the minutes of 11-27-2023 and 12-12-2023.

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 11-27-23 and 12-12-23 Board Meetings.

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

Nays: None

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

3. FINANCIAL MATTERS

A. BCM CONTROLS CORPORATION

The Board considered the CY2024 service agreement quote from BCM Controls Corporation for renewal of electronic fob access and building surveillance systems at 557 Pleasant Street in the amount of \$16,878.31 with cost to be paid by AMP 5.

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

VOTED: To accept and authorize payment of the CY2024 service agreement quote from BCM Controls Corporation for renewal of electronic fob access and building surveillance systems at 557 Pleasant Street in the amount of \$16,878.31 with cost to be paid by AMP 5.

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

Nays: None

B. BCM CONTROLS CORPORATION

The CY2024 service agreement with BCM Controls Corporation for renewal of electronic fob access and building surveillance systems at Newland Street in the amount of \$6,370.45 with cost to be paid by AMP 1 was scrutinized by the board.

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 of the CY2024 service agreement with BCM Controls corporation for renewal of electronic fob access and building surveillance systems at Newland Street in the amount of \$6,370.45 with cost to be paid by AMP 1.

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

Nays: None

C. SG RISK MANAGEMENT CONSULTING

The Board examined an invoice from SG Risk Management Consulting dated December 2023 in the amount of \$142.50 for insurance and risk management consulting services with cost to be paid as delineated on the invoice.

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

VOTED: To approve payment of invoice from SG Risk Management Consulting in the amount of \$142.50 for insurance and risk management consulting services with cost to be paid as delineated on the invoice.

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

Nays: None

D. DRIZOS CONTRACTING

The Certificate of Final Completion from Drizos Contracting for completion of work on the AMP 1 scattered site Window and Siding Replacement Project was analyzed by the Board.

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 Executive Director to sign Certificate of Final Completion of work on the AMP 1 scattered site Window Replacement Project.

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

Nays: None

E. STANLEY ROOFING

The Board evaluated an invoice dated 12/29/2023 in the amount of \$88,076.87 for the 89 Pearl Street Roof Replacement Project with cost to be paid by the CFP.

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

VOTED: To approve payment of invoice from Stanely Roofing in the amount of \$88,076.87 for the 89 Pearl Street Roof Replacement Project with cost to be paid by the CFP.

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

Nays: None

F. MA GROUP INSURANCE COMMISSION (GIC)

The Board perused three (3) invoices each dated December 25, 2023 from MA Group Insurance Commission for health insurance coverages, the 1st in the amount of \$237,873.21 for employees, the 2nd in the amount of \$64,045.81 for retirees and the 3rd in the amount of \$3,424.32 for survivors for a total of \$305,343.34 with costs as allocated by the Finance Director.

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 three (3) invoices from the (GIC) totaling \$305,343.34 for health insurance coverage for MHA Employees, Retirees and Survivors with costs as allocated by the Finance Director.

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

Nays: None

G. CITY OF MALDEN SENIOR TRANSPORTATION PROGRAM

The Executive Director requested approval and authorization to pay MHA's annual contribution in the amount of \$20,000.00 to the City of Malden's Senior Transportation Program to provide MHA elder/disabled resident families access to and use of program services with payment made by the COCC or as otherwise determined by the Finance Director.

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 pay MHA's annual contribution in the amount of \$20,000.00 to the City of Malden's Senior Transportation Program with payment made by the COCC or as otherwise determined by the Finance Director.

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

Nays: None

H. MALDEN HOUSING AUTHORITY FY2024 ANNUAL REPORT-CITY OF MALDEN

The Board reviewed MHA's FY2024 Annual Report to the City of Malden.

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

VOTED: To approve MHA's FY2024 Annual Report to the City of Malden and authorize the Executive Director and all Board Members to sign and submit same to Mayor Gary Christenson and other designated officials.

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

Nays: None

I. ELLIOT COMMUNITY HUMAN SERVICES-14 CLEMENT ST MALDEN, MA

The Board assessed the renewal of the lease for 14 Clement Street with Elliot Community Services for one year beginning March 1, 2024 at the monthly rent of \$4,359.58.

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 the Executive Director to renew the lease for 14 Clement Street with Elliot Community Services for one year beginning March 1, 2024, at the monthly rent of \$4,359.58 and to sign the lease renewal addendum and submit same to all parties, inclusive of EOHLC and DMH, for approval.

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

Nays: None

J. MALDEN POLICE INVOICES

The Board analyzed five (5) invoices from the Malden Police with payments to be allocated to the AMP's served as follows:

Date	Invoice #	Amount
12-12-23	30749	\$983.52
12-18-23	30794	\$1,639.20
12-19-23	30805	\$327.84
12-31-23	30882	\$2,294.88
1-02-24	30840	\$655.68
TOTAL		\$5,901.12

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 five (5) invoices from the Malden Police Department with a total cost of \$5,901.12 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. PAYMENT IN LIEU OF TAXES

The Executive Director requested approval of FY2023 Payment in Lieu of Taxes (PILOT) to the City of Malden in the amount of \$423,076.30 with cost as determined by the Finance Director.

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 FY2023 PILOT payment in the amount of \$423,076.30 to the City of Malden with cost as determined by the Finance Director.

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

Nays: None

4. POLICIES AND CONTRACTS

A. Personnel Policy Revision

Adoption of Non-Discrimination Policy

The Board considered the adoption of the Non-Discrimination Policy as a revision to the Personnel Policy.

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

VOTED: To approve and adopt the revision to the Personnel Policy on Non-Discrimination.

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

Nays: None

B. Personnel Policy Revision

Adoption of Maintenance Overtime Onsite Responses

The Executive Director requested that the Board review the Maintenance Onsite Response (Approved FY2024 Budget) as a Personnel Policy revision.

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 adopt the Maintenance Overtime Onsite Responses as a revision to the Personnel Policy.

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

Nays: None

C. Personnel Policy Revision Revision and Adoption of Sick Leave Buy Back Policy

The Board discussed the draft revision to MHA's Sick Leave Buy Back Policy.

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

VOTED: To table action on the Sick Leave Buy Back Policy to next Board Meeting.

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

Nays: None

5. REVIEW OF CHARITABLE REQUESTS None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS:

- A. NAHRO MONITOR**
- B. NAHRO NEWS**
- C. PHADA ADVOCATE**

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

- a) Invoice from Socotec dated 11/30/2023 in the amount of \$6,750.00 for work completed on the Pearl Street Roof Replacement Project with cost to be paid by the CFP.
- b) Invoice from Deiulis Brothers Construction dated 12/8/2023 in the amount of \$202,188.25 for work completed on the Forestdale ModPhase project with cost paid by the state program through CapHub.

8. REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS

- a) The Board was informed of the NERC/NAHRO-Mid-Winter Conference-February 4th through 7th-Mohegan Sun Sky Convention Center
- b) The Board was notified of the 2024 MASSNAHRO Spring Conference-March 24th through 26th-UMass-Amherst.

9. OPEN DISCUSSION None

ADJOURNMENT

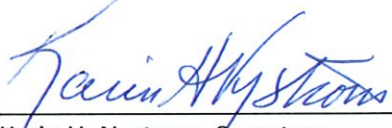
After due discussion and upon motion duly made by William P. Hurley and seconded by Karin H. Nystrom, it was unanimously:

VOTED: To Adjourn

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

Nays: None

Adjourned at 9:30 AM


Karin H. Nystrom, Secretary