

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority (MHA) was held on January 23, 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 ABSENT: Mark A. Lawhorne

MHA STAFF: Stephen G. Finn and Edward J. Fahey

MHA STAFF ATTENDING REMOTELY: Thomas P. Callaghan Jr. and Barbara A. Hooley

1. APPROVAL OF MINUTES

The Board reviewed the minutes of 1-9-2024.

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 1-9-2024 Board Meeting.

Ayes: William P. Hurley, Joan M. Chiasson, 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 December 2023 totaling \$1,522,030.35

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

VOTED: To approve the bills and signing of checks for Section 8 and MRVP for December 2023.

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

Nays: None

B.) The Board studied the Revolving Fund Payment Register for the month of December 2023 totaling \$1,264,035.07

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 bills and signing of checks for the Revolving Fund for December 2023.

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

Nays: None

3. FINANCIAL MATTERS

A. YMCA

The Board evaluated three (3) invoices from the YMCA, the 1st in the amount of \$4,166.67 for the provision of membership services to federally assisted resident families for the month of December, 2023, the 2nd in the amount of \$2,435.39 for provision of After School Program Services at Newland Street for the month of December, 2023, and the 3rd in the amount of \$2,561.37 for the provision of After School Program Services at Linden for the month of December, 2023, with payment of the Newland and Linden programs to be paid by AMP 1.

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 three (3) invoices from the YMCA as detailed above.

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

Nays: None

B. MYSTIC VALLEY ELDER SERVICES

The Board examined an invoice from Mystic Valley Elder Services dated 1/18/2024 in the amount of \$16,197.57 for Resident Coordinator Services at AMP's 2,4,5 and 6 for the month of December 2023 with payments to be made by the AMPs 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 invoice in the amount of \$16,197.57 from Mystic Valley Elder Services for Resident Coordinator Services, for December 2023 with cost to be paid by the AMP's served.

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

Nays: None

C. MALDEN POLICE INVOICES

The Board analyzed six (6) invoices from the Malden Police with payments to be allocated to the AMP's served as follows:

Date	Invoice #	Amount
1/8/24	30859	\$1,639.20
1/9/24	30874	\$327.84
1/10/24	30881	\$327.84
1/11/24	30890	\$655.68
1/16/24	30902	\$1,229.40
1/18/24	30922	\$655.68
TOTAL		\$4,835.64

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 six (6) invoices as detailed above from the Malden Police Department with a total cost of \$4,835.64 for detail coverage at various MHA developments with cost to be allocated to the AMP's served.

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

Nays: None

D. TRAINING/CONFERENCES

The Executive Director requested the board grant approval to pay all eligible cost for MHA Commissioners and staff to register and attend NAHRO, PHADA, NERCNAHRO, MassNAHRO, Nan McKay, Nelrod, HAB/MRI and other relevant and responsible institutional program vendors', as determined by the Executive Director and/or Program/Director, Public Housing, Section 8, FSS, Fair Housing, Financial and other annual, programmatic, regulatory, professional and instructional trainings and conferences scheduled during CY2024, inclusive of air and other travel, hotel, meal per diem, auto mileage, parking and other expenses reimbursement.

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

VOTED: To grant approval to pay all eligible cost for MHA Commissioners and staff to register and attend NAHRO, PHADA, NERCNAHRO, MassNAHRO, Nan McKay, Nelrod, HAB/MRI and other relevant and responsible institutional program vendors', as determined by the Executive Director and/or Program/Director, Public Housing, Section 8, FSS, Fair Housing, Financial and other annual, programmatic, regulatory, professional and instructional trainings and conferences scheduled during CY2024, inclusive of air and other travel, hotel, meal per diem, auto mileage, parking and other expenses reimbursement.

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

Nays: None

E. PATHFINDER TREE SERVICE LLC

A Bid from Pathfinder Tree Removal and Maintenance LLC for Tree Removal and Maintenance Services as summarized in memo dated 1-18-24 from the Director of Modernization was examined by the Board.

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 award the bid for MHA's Tree Removal and Maintenance Services solicitation to Pathfinder Tree Service LLC as the most responsive and responsible bidder and authorization to execute a one-year contract with the Company in the amounts of the bid with sole discretion in MHA to extend the contract up to four (4) additional and consecutive one-year terms with cost to be paid by the appropriate cost center designated by the Finance Director.

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

Nays: None

4. POLICIES AND CONTRACTS

- a) Approval and Adoption of Personnel Policy Revision of Sick Leave Buy Back Policy (Tabled from last meeting).

The Board considered the revision to the Sick Leave Buy Back Policy.

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 revision to the Sick Leave Buy Back Policy as follows: Seventy- Five (\$75.00) a day for up to an initial 100 day increment of sick leave accrued: and two hundred fifty (\$250.00) a day for up to a 50-day increment of sick leave accrued.

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

Nays: None

5. **REVIEW OF CHARITABLE REQUESTS** None

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

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

- a) Invoice from MK Architecture dated 1/11/2024 in the amount of \$15,190.00 for construction administration completed on project with cost paid by the CFP.
- b) Application for payment from Deiulis Brothers Construction dated 1/8/2024 in the amount of \$430,422.51 for work completed on the Forestdale ModPhase project with cost paid by the state program through CapHub.
- c) Application for payment from Stanley Roofing dated 12/27/2023 in the amount of \$80,761.88 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) Nelrod Annual Conference in Las Vegas, NV April 9th through 13th with travel
- b) NAHRO 2024 Washington Conference April 7th through 11th (with travel)
- c) NERCNAHRO 2024 Mid-Winter Conference February 4th through 7th

9. **OPEN DISCUSSION**

- a) Executive Director informed the Board of the notice from the State Ethic Commission Conflict of Interest Law Training Site which Commissioners will need to complete.
- b) Letter dated 1-18-24 designating MHA's Section 8 Management Assessment Program for FYE 9/30/2023 as a High Performer.
- c) Bill Hurley agreed to substitute as Chairperson for Joan Chiasson for upcoming meetings with Joan attending the meetings remotely.

ADJOURNMENT

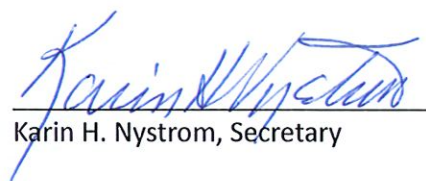
After due discussion and upon motion duly made by William P Hurley and seconded by Karin H. Nystrom it was unanimously:

VOTED: To Adjourn

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

Nays: None

Adjourned at 9:15 AM


Karin H. Nystrom, Secretary