

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

The regular meeting of the Malden Housing Authority, (MHA) was held on January 17, 2023, at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

COMMISSIONERS ATTENDING: William P. Hurley, Joan M. Chiasson and John P. Matheson

COMMISSIONERS ATTENDING  
REMOTELY: Mark A. Lawhorne

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

**1. APPROVAL OF MINUTES OF DECEMBER 13, 2022**

The minutes of December 13, 2022 were presented to the Board for their review.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve the minutes of December 13, 2022.

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

Nays: None

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

The Board examined the itemization of the following 1.) Section 8 HAP and Massachusetts Rental Voucher Housing Program (MRVP) Registers, totaling \$1,393,684.36; and 2.) the Revolving Fund Register, totaling \$944,758.55.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the bills and signing of checks.

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

Nays: None.

**3. FINANCIAL MATTERS**

**A. MJS CONSTRUCTION – CHANGE ORDER**

The Executive Director received confirmation via a poll approval on December 20-21 of a change order in the amount of \$14,798.57 for MJS Construction to complete additional work on the Linden basement water remediation project with cost to be offset by reduction in the project scope.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To confirm the approval of the change order from MJS Construction for an increase in the contract of \$14,798.57 for additional work to complete replacement of basement doors with costs to be paid by AMP 1.

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

Nays: None.

**B. CITY OF MALDEN—PAYMENT IN LIEU OF TAXES (PILOT)**

The Board reviewed the FY2022 PILOT payment to the City of Malden in the amount of \$370,336.69, with cost allocated by the Finance Director as MHA's contribution as a tax-exempt entity.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the payment to the City of Malden in the amount of \$370,336.69 for PILOT.

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

Nays: None

John Matheson joined the meeting.

**C. MALDEN CONTRIBUTORY RETIREMENT SYSTEM**

The Board scrutinized the assessment from the Malden Contributory Retirement System in the amount of \$1,622,277 for MHA's contribution toward employee retirement.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously

VOTED: To approve and authorize the payment in full of MHA's assessment by the Malden Contributory Retirement System in the amount \$1,688,791 for Fiscal Year 2024 on or before June 20, 2023.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**D. REQUEST FOR APPROVAL OF EMERGENCY ELEVATOR TELEPHONE LINES**

The Board confirmed, via a poll approval on December 29 and 31, 2022, the transfer of MHA's emergency elevator telephone lines and all facsimile transmission lines from Verizon to Comcast and authorized the Executive Director to contract with Comcast for the provision of such services and to sign all related documentation allowing for such transfer.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To confirm approval and authorization for the Executive Director to contract with Comcast for the provision of emergency elevator telephone and facsimile lines and to sign all related documentation allowing for such transfer from Verizon.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None.

**E. MASSACHUSETTS GROUP INSURANCE COMMISSION (GIC) INVOICES – (3)**

The Board considered the payment of the GIC invoices for health insurance premiums and whether to confirm the poll approval that occurred on January 3-4.

The GIC invoices are as follows:

1.	Employees	\$228,573.24
2.	Survivors	\$ 4,387.86
3.	Retirees	<u>\$ 60,367.83</u>
	TOTAL	\$293,328.93

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously

VOTED: To confirm the approval to pay the three GIC invoices totaling the sum of \$293,328.93, with costs allocated by the Finance Director.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None.

**F. HOMER CONSTRUCTION (HOMER)—NEWLAND STREET WINDOW AND SIDING REPLACEMENT**

The Board reviewed a bid proposal for the Newland window and siding repair and replacement project from Homer, as the sole bidder, in the amount of \$3,873,000.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously

VOTED: To award the bid to Homer as the most responsive and responsible bidder and authorize the Executive Director to contract with Homer for the Newland Street window and siding repair and replacement project in the amount of \$3,873,000.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**G. DRIZOS CONTRACTING LLC (DRIZOS)— SCATTERED SITES WINDOW AND SIDING REPLACEMENT PROJECT**

The Board analyzed a bid proposal for the scattered sites window and siding replacement project from Drizos, as the sole bidder, in the amount of \$500,000.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by John P. Matheson, it was unanimously

VOTED: To award Drizos the bid as the most responsive and responsible bidder and authorize the Executive Director to contract with Drizos for the window and siding replacement project at the scattered site developments in the amount of \$500,000.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**H. RICOH – PRINTER PURCHASE**

The Board studied a proposal for a new Ricoh printer for the Forestdale maintenance shed in the amount of \$542.96, with a monthly maintenance silver service lease on parts for a fee of \$0.0375 per copy page.

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the purchase of the Ricoh printer and service agreement for the Forestdale maintenance department with cost to be paid by the state program or the COCC.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**I. UNITED ELEVATOR – INVOICE**

The Board considered an invoice dated December 12, 2022 in the amount of \$136,009.12 from United Elevator for work at the Pearl Street elevator modernization project, which is 87% complete.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Mark Lawhorne, it was unanimously

VOTED: To approve and pay the invoice from United Elevator in the amount of \$136,009.12 on the AMP 6 elevator modernization project with payment to be made by the Capital Fund.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**J. TRIVEK ARCHITECTS (TRIVEK) DESIGN SCOPE – ROCKLAND ROOF**

The Board perused a design scope of architectural services dated January 4, 2023 from Trivek on the roof replacement at Rockland Avenue in the amount of \$39,374.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by John P. Matheson, it was unanimously

VOTED: To approve the scope of services from Trivek in the sum of \$39,374 for work to be completed on the Rockland roof replacement project, with payment to be made by the State program through CapHub.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**K. TRIVEK – ROCKLAND AVENUE RAMP REPLACEMENT**

Emails were presented to the Board addressing the proprietary specifications for the acquisition of an ADA accessible perforated aluminum ramp system to be acquired from Welcome Ramp Systems for Rockland Avenue.

After due discussion upon motion duly made by John Matheson and seconded by Joan Chiasson, it was unanimously

VOTED: To approve the proprietary specification for the acquisition of an ADA accessible ramp from Welcome Ramp Systems for Rockland Avenue.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**L. BCM CONTROLS (BCM) –SERVICE AGREEMENTS (2)**

The Board analyzed the renewal of two (2) annual service agreements with BCM:

1. 557 Pleasant Street-- fob entry and surveillance system \$16,282.00
2. Newland Street-- fob entry and surveillance system \$ 6,175.00

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously

VOTED: To approve the annual service agreements with BCM with payment of \$16,282 to be made from the AMP 5 and payment of \$6,175 to be made from AMP 1.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**M. RUSSO BARR ASSOCIATES, INC (RUSSO BARR) – CHANGE ORDER**

The Board examined a change order from Russo Barr for additional design scope services for the roof replacement project and 89 Pearl St., with payment in the amount of \$13,640.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the change order from Russo Barr in the amount of \$13,640 for the additional design scope services for 89 Pearl St., with payment to be made from the Capital Fund.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**N. WATERFIELD DESIGN GROUP (WDG)-- INVOICE**

The Board studied an invoice in the sum of \$1,545, dated Jan. 10, 2023, from WDG for design services provided on the Linden basement water remediation project.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to WDG for the design services on the Linden basement remediation, with payment made from AMP 1 in the amount of \$1,545.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**O. DIAMOND RELOCATION, INC. (DIAMOND) – INVOICE**

An invoice in the amount of \$12,488, dated January 8, 2023, from Diamond for moving services at Forestdale for the ModPhase Initiative was presented to the Board for consideration.

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment to Diamond for ModPhase temporary relocation services at the Forestdale Development to be paid by State funds and submitted to CapHub.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**P. STORAGE CONTAINER**

The Board scrutinized an email from the Modernization/Procurement Director outlining the needs and cost of a storage container to be purchased from Shipped.com in the amount of \$9,514 for the storage of resident families' mattresses prior to disposal.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously

VOTED: To approve and pay Shipped.com the amount of \$9,514 for the provision of a storage container for mattresses disposed of by resident families.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**Q. SOCOTEC AE CONSULTING, LLC (SOCOTEC)—INVOICE**

The Board reviewed an invoice in the amount of \$32,818.25, dated December 19, 2022, from SOCOTEC for design work and reimbursement of environmental testing completed on the 120 Mountain Avenue 2<sup>nd</sup> floor repair project.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the payment of \$32,828.25 to SOCOTEC for design work on the Mountain Avenue 2<sup>nd</sup> floor repair project with payment to be made from the Capital Fund.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**R. YMCA INVOICES (3)**

The Board examined three (3) invoices from the YMCA as follows:

1. Membership, dated Jan. 4, 2023	\$4,166.67
2. Newland St. After School Program, dated Nov. 30, 2022	1,676.36
3. Linden After school program, dated Nov. 30, 2022	2,197.17
TOTALS:	\$8,040.20

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by John P. Matheson, it was unanimously

VOTED: To approve the payment of three invoices to the YMCA totaling \$ 8,040.20, with payment allocated to the COCC and AMP 1, as appropriate.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**S. MYSTIC VALLEY ELDER SERVICES, INC. (MVES) –INVOICE**

The Board considered an invoice from the MVES in the amount of \$14,535.61, dated January 5, 2023, for the month of December, 2022, for Resident Service Coordinators for AMPS 2, 4, 5 and 6.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously



VOTED: To approve and authorize payment to MVES in the sum of \$14,535.61 to be paid by AMPS served.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**T. CITY OF MALDEN (MALDEN) –TRANSPORTATION REQUEST**

A letter from Mayor Gary Christenson seeking MHA's support of Malden's Senior Transportation Program in the amount of \$20,000 was studied by the Board.

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the request from Mayor Christenson and authorize payment of \$20,000 for Malden's Senior Transportation Program with payment made by the COCC.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**U. MALDEN POLICE DEPARTMENT (POLICE) -INVOICES (9)**

The Board was presented with nine (9) invoices from the Police for uniformed detail patrols in the total amount of \$7,121.49 as follows:

DATE:	INVOICE NUMMBER	AMOUNT
12/07/2022	28097	\$ 309.63
12/08/2022	28106	309.63
12/12/2022	28115	928.89
12/13/2022	28130	619.26
12/15/2022	28149	619.26
12/19/2022	28172	309.63
01/03/2023	28197	2,167.41
01/06/2023	28229	928.89
01/09/2023	28243	<u>928.89</u>
	TOTALS	\$7,121.49

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve the payment of 9 invoices to the Police for details completed in the total amount of \$7,121.49.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**V. MASS NAHRO INSURANCE GROUP (MANAHRO) – INVOICE**

The Board examined an invoice from MANAHRO, dated January 12, 2023, in the sum of \$141,122 for worker' compensation insurance coverage for MHA's employees.

After due discussion and upon motion duly made by Mark Lawhorne and seconded by Joan Chiasson, it was unanimously

VOTED: To approve and pay an invoice from MANAHRO for worker's compensation insurance in the sum of \$141,122.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

**4. POLICIES AND CONTRACTS**

**A. AMENDMENT OF FAMILY SELF-SUFFICIENCY ACTION PLAN (FFS PLAN)**

The Board considered revisions to Chapter 4 and 5 of the FSSP Plan relating to provisions on nondiscrimination and certain contract specifications.

After due discussion and motion duly made by John Matheson and seconded by Joan Chiasson, it was unanimously

VOTED: To approve and adopt amendments to Chapter 4 and 5 of MHA's FFS Acton Plan and related Checklist.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Mark A. Lawhorne

Nays: None

Mark Lawhorne left the meeting.

**B. AMENDMENT TO PROCUREMENT POLICY**

Certain amendments and revisions to the Procurement Policy relating to administration and processing of State and Federal capital construction projects were analyzed by the Board.

After due discussion and motion duly made by John Matheson and seconded by Joan Chaisson, it was unanimously

VOTED: To approve and adopt the amendments and revisions to the Procurement Policy.

Ayes: William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

**C. EXECUTIVE DIRECTOR'S DELEGATION OF PROCUREMENT AUTHORITY**

The Executive Director has authority vested in him in the Procurement Policy to designate specific Board members and employees certain purchasing authority. A letter dated January 17, 2023 was presented updating and revising said designation of authority.

For Information Only

**5. CHARITABLE REQUESTS**

None.

**6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS**

The Board received notice of Nelrod's annual conference and the NAHRO Monitor for their information.

After due discussion and motion duly made by Joan Chiasson and seconded by John Matheson, it was unanimously

Voted: To authorize appropriate commissioners and staff to attend the Nelrod Conference with all eligible costs paid by MHA.

Ayes: William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nayes: None

**7. OPEN DISCUSSION**

**A. MHA'S ANNUAL REPORT TO MALDEN**

The Commissioners received MHA's 2023 Annual Report to Malden for their review.

After due discussion and motion duly made by Joan Chiasson and seconded by John Matheson, it was unanimously

VOTED: To approve the 2023 Annual Report and authorize the Commissioners and the Executive Director to sign and submit the same to Malden.

Ayes: William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

**B. SPARUS HOLDINGS (SPARUS) COMPLIANCE PROPOSAL—MA DPU**

The Board was presented a letter dated January 11, 2023 from SPARUS providing a leak survey and detail plan of action of corrective measures needed to comply with Federal and State regulation requirements, including MA DPU for the sum of \$30,000. The proposal was from the use of the field services division, Southern Cross, Inc.

For Information Only

**C. TRAINING AND CONFERENCE IN 2023**

In the past, the Board has approved each individual training or conference available to staff and Commissioners. There was a discussion on improving all relevant and appropriate training and conference attendance in advance for 2023.

After due discussion and motion duly made by John Matheson and seconded by Joan Chaisson, it was unanimously

VOTED: To authorize and approve attendance and payment of all eligible costs for Commissioner and staff training and conference attendance in 2023. Further, the authorization and approval of payment of conference program book ads is consistent with prior policy in 2023

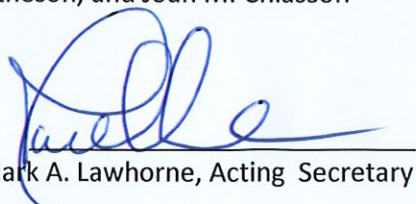
Ayes: William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

Motion to adjourn and 10:15 AM by John Matheson and seconded by Joan Chaisson

Ayes: William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

  
Mark A. Lawhorne, Acting Secretary