

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on April 11, 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, John P. Matheson and Karin Nystrom

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

1. APPROVAL OF MINUTES

The Board reviewed the minutes of March 28, 2023.

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 minutes of March 28, 2023

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board considered the Massachusetts Rental Voucher Program ("MRVP") and Section 8 payments for the month of March 2023, totaling \$1,391,466.36, and the Revolving Fund payments for the Month of March 2023, \$3,183,312.43

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 bills and signing of checks.

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

Nays: None

3. FINANCIAL MATTERS

A. QUOTE FROM WEST PUBLISHING COMPANY/THOMSON REUTERS

The Board reviewed the quote from West Publishing Company/Thomson Reuters in the amount of \$358.20/month for a recurring annual subscription for the Clear Proflex verification program.

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 order quote in the amount of \$358.20/month from West Publishing Company/Thomson Reuters and the subscription to Clear Proflex verification software program for use by MHA's Private Investigator and authorize the Executive Director to sign the Quote.

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

Nays: None

B. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC") – INVOICES (3)

Three (3) invoices from MA GIC dated March 25, 2023 for MHA's share of GIC Administrative expense coverages, 1st in the amount of \$229,479.37 for employee coverage, the 2nd in the amount of \$58,506.45 for retiree coverage, and the 3rd in the amount of \$4,387.86 for spousal survivor coverage, were presented to the Board for their review.

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

VOTED: To approve the three (3) invoices from MA GIC for health insurance coverage for MHA employees, retirees and survivors in the total amount of \$292,373.68 with cost allocated by the Finance Director.

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

Nays: None

C. MARCUM – INVOICE

The Board considered an invoice that was presented to them in the amount of \$10,500 from Marcum for completing 50% of MHA's FY2022.

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

VOTED: To approve payment of the invoice in the amount of \$10,500 from Marcum for completing 50% of MHA's FY2022 Audit and AUP with cost allocated by the Finance Director.

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

Nays: None

D. MALDEN YMCA-INVOICE

The Board studied an invoice for the month of March 2023 from the Malden YMCA for Membership services in the amount of \$4,166.67, for HUD assisted public housing families for the month of March 2023.

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

VOTED: To approve payment to the Malden YMCA in the amount of \$4,166.67 for Membership services to MHA's HUD assisted families.

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

Nays: None

E. DIANE COHEN- INVOICE

The Board considered an invoice dated April 2, 2023, from Diane Cohen for professional consulting provided in the amount of \$1,812.50

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 invoice from Diane Cohen in the amount of \$1,812.50 for consulting provided to MHA's FSS program staff, completion of a Section 8 hearing and update and revision of the MHA's ACOP with cost allocated to the FSS, Section 8 and HUD assisted Public Housing programs.

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

Nays: None

F. JAMES M. HENNESSEY-INVOICES (3)

The Board was presented with three (3) invoices dated April 3, 2023, from James M. Hennessey, In the amounts as follow:

TYPE	DATED	AMOUNT
FEDERAL HEARINGS:	04/03/2023	\$2,220.00
STATE INSPECTION: SECTION 8	04/03/2023	652.50
QUALITY CONTROL:	04/03/2023	<u>765.00</u>
	TOTAL	<u>\$3,637.50</u>

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

VOTED: To pay the three (3) invoices from James M. Hennessey totaling \$3,637.50 for completion of a Federal Grievance Hearing in the amount of \$2,220 to be paid by the HUD public housing program, State Inspections in the amount of \$652.50 to be paid either by the state and/or COCC program, and Section 8 Quality Control inspections for \$765 to be paid by Section 8.

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

Nays: None

G. MYSTIC VALLEY ELDER SERVICES-INVOICE

The Board reviewed an invoice from Mystic Valley Elder Services in the amount of \$14,346.13 for the provision of onsite Resident Service Coordinator services at AMP's 2,4,5 and 6, for the month of February 2023.

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

VOTED: To approve payment of the invoice dated March 29, 2023, from Mystic Valley Elder Services for the month of February 2023 in the amount of \$14,346.13 with cost to be paid by AMP's 2,4,5 and 6.

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

Nays: None

H. MALDEN POLICE DEPARTMENT – INVOICES (5)

The Board scrutinized over two invoices from the Malden Police Department for details at 630 Salem Street, 89 Pearl Street, 312 Bryant Street and 557 Pleasant Street in the amounts as follow:

<u>DATED</u>	<u>INVOICE</u>	<u>AMOUNT</u>
3/28/23	28778	\$ 1,238.52
3/30/23	28800	619.26
4/03/23	28818	1,238.52
4/06/23	28859	619.26
4/07/23	28871	<u>309.63</u>
	<u>TOTAL</u>	<u>\$ 4024.56</u>

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

VOTED: To approve and pay the five (5) Malden Police invoices in the total amount of \$4,024.56 with costs allocated to the AMP's served.

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

Nays: None

4. POLICIES AND CONTRACTS

A. VAWA POLICY

The Board reviewed a VAWA Policy revision to MHA's Section 8 HCV Administrative Plan to revise the definition of "domestic violence" and to add two (2) new definitions for "economic abuse" and "technological abuse".

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

VOTED: To Revise and Adopt MHA's Section 8 Administrative Plan to include the revised VAWA definition of "domestic violence" and the addition of two new definitions for "economic abuse" and technological abuse" and Authorization for the Section 8 Program Director to implement these revisions immediately.

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

Nays: None

B. COMMUNITY ROOM SPACE POLICY

The Board analyzed the revision of MHA's community space policy and reservation form.

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

VOTED: To approve and adopt the revised Community Space Policy and Community Room Reservation Form.

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

Nays: None

C. ADOPTION OF PHN 2023-03 AND SUBMISSION OF MHA'S WAGE MATCH PROGRAM CERTIFICATION WITH A LIST OF EMPLOYEES AUTHORIZED TO UTILIZE THE SYSTEM TO THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD")

The Executive Director discussed the terms of DHCD Public Housing Notice 2023-03 with the Board and informed Members of the need to Adopt the terms of the updated Wage Match System Guidance and Authorize the Board Chairperson and Executive Director to sign the Attachment A Certification to the Notice and submit same together with an Extract of this vote and a list of MHA Employees Authorized to Access and Utilize the Wage Match System to DHCD, as required.

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

VOTED: To Acknowledge and Adopt the terms of DHCD Public Housing Notice 2023-03 updating the Wage Match Program for State Housing Program Tenants as originally published in PHN 2019-16 and to further Authorize the Board Chairperson and Executive Director to sign and submit to DHCD the Attachment A Certification form together with an Extract of this vote and the required list of all employees authorized to request and receive Wage Match information

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

Nays: None

D. HUD ENVIROMENTAL REVIEW

The Board analyzed the HUD Environmental Review Memorandum of Understanding by and between MHA and the City of Malden's Office of Strategic Planning and Community Development.

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 HUD Environmental Review MOU by and between MHA and the City of Malden's Office of Strategic Planning and Community Development (MSPCD's) and authorization for the Executive Director to sign same and provide same to the MSPCD's Executive Director for co-signature

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

Nays: None

E. DHCD ADMINISTRATION OF STATE RENTAL ASSISTANCE PROGRAM

The Board studied a notice sent from the State of Massachusetts on the Rental Assistance Program.

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 DHCD's update to the terms and conditions of the scope of services for Administration of State Rental Assistance Programs to extend MHA's Program Administration from FY2024 through FY2028 and authorization for the Executive Director to sign the required Contract Amendment before a Notary Public and as also to be submitted electronically to DHCD as required

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

Nays: None

5. REVIEW OF CHARITABLE REQUESTS

None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS

A. MHA APPOINTMENT TO THE MALDEN COMMUNITY PRESERVATION COMMITTEE

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

The following approved invoices, purchase/task orders and project-related documentation were provided to the Board for review and informational purposes only:

- Contract in the amount of \$68,400 with Northeast Construction for completion of the 13 Rockland Avenue Ramp Replacement project with payment to be made by the state program through CapHub
- Invoice in the amount of \$27,638.58 from United Elevator for completion of the 89 Pearl Street Elevator Modernization project with payment made by the CFP
- Requisition for Payment in the amount of \$24,415 from Drizos Contracting for work completed on the AMP 1 scattered site Window and Siding replacement project with payment made by the CFP

- Invoice in the amount of \$5,500 from MK Architecture for partial completion of construction administration on the AMP 1 Window and Siding Replacement project with payment made by the CFP
- Invoice in the amount of \$1,075 from Socotec for partial completion of construction administration on the AMP 2 2nd floor repair project with payment made by the CFP
- Invoice in the amount of 412,200 from Shekar & Associates for professional services provided on the Springdale Fire Alarm upgrade project with cost paid by the state program through CapHub
- Invoice in the amount of \$1,100 from TriVek Architects for completion of the bidding phase on the 13 Rockland Avenue Ramp Replacement project with cost paid by the state program through CapHub
- Requisition for Payment in the amount of \$221,350 from Homer Contracting for work completed on AMP 1 Window and Siding Replacement project with payment made by the CFP
- Invoice in the amount of \$12,200 from Socotec for construction administration on the Forestdale ModPhase project with cost paid by the state program through CapHub

8. REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS

- a) NAHRO Conference and Exhibition in New Orleans, LA from October 5-9, 2023, to allow for registration, travel and attendance with all eligible cost at MHA expense

9. OPEN DISCUSSION

- a) Other

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 9:30 AM


Joan M. Chiasson, Secretary