

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on May 9, 2023, at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

It was noted that all voting will be by roll call with a Commissioner attending remotely

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

COMMISSIONERS ATTENDING REMOTELY: John P. Matheson

COMMISSIONERS ABSENT: Mark A. Lawthorne

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

1. APPROVAL OF MINUTES

The Board reviewed the minutes of April 11, 2023 and April 25, 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 the minutes of April 11, 2023 and of April 25, 2023

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson 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 April 2023 totaling \$1,429,550.61, and the Revolving Fund payments for the Month of April 2023 totaling \$1,373,633.88.

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

VOTED: To approve the bills and signing of the checks.

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

Nays: None

3. FINANCIAL MATTERS

A. REVIEW OF MHA'S COMPARATIVE FINANCIALS FOR FEBRUARY 2023

Distributed to the Board for review and edification.

B. DEIULIS BROTHERS CONSTRUCTION COMPANY

A Change Order dated Feb. 16, 2023 in the amount of \$19,952.00 from Deiulis Brothers for tempered glass windows on the Forestdale 667-3 ModPhase Initiative project was presented to the Board for their review.

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

VOTED: To approve the Change Order in the amount of \$19,952.00 from Deiulis Brothers for tempered glass windows on the Forestdale 667-3 Mod Phase initiative project, to authorize the Executive Director to sign the Change Order and to approve payment of this additional sum by DHCD through CapHub.

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

Nays: None

C. EPC SOLUTIONS LLC

An invoice dated May 1, 2023 in the amount of \$18,412.50 from EPC Solutions LLC for HUD EPC consultation and guidance, completion of MHA's HUD required 5 Year Energy Audit and Report, and creation and submission of MHA's required M&V Operating Fund Verification Report to HUD, was studied by the Board.

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 in the amount of \$18,412.50 from EPC Solutions LLC for HUD EPC consultation and guidance, completion of MHA's HUD required 5-year Energy Audit and Report, and creation and submission of MHA's required M&V operating Fund Verification Report to HUD with payment as allocated by the Finance Director.

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

Nays: None

D. YMCA INVOICES (3)

The Board analyzed three (3) invoices from the Malden YMCA, the 1st dated May 2, 2023 in the amount of \$4,166.67 for HUD Assisted Public Housing Family Membership Utilizations with cost to be paid by the COCC, the 2nd dated Mar. 31, 2023 in the amount of \$2,745.28 for the provision of After-school program services at Linden, and the 3rd dated Mar. 31, 2023 in the amount of \$2,249.02 for the provision of After-school program services at Newland.

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 three (3) invoices from the Malden YMCA, the 1st in the amount of \$4,166.67 for HUD Assisted Public Housing Family Membership Utilizations with costs to be paid by the COCC, the 2nd in the amount of \$2,745.28 for the provision of After school program services at Linden and the 3rd in the amount of \$2,249.02 for the provision of After school services at Newland, with the cost of these invoices to be paid by AMP 1

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

Nays: None

E. RESIDENT STIPEND

The Board was presented with a proposal for the payment of a stipend in the amount of \$200.00 per month to any public housing resident who performs limited light cleaning services for MHA and to exclude said monthly sum from each such resident's annual rent recertification process pursuant to Statue and Regulation.

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 a stipened in the amount of \$200.00 per month to any public housing resident who performs limited light cleaning services for MHA and to exclude that monthly sum from each such resident's annual rent certification process pursuant to Statute and Regulation.

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

Nays: None

F. MHA's YOUTH PART-TIME SEASONAL EMPLOYMENT PROGRAM

The Board was presented with a proposal to continue the MHA's Youth Part-Time Seasonal Employment Program consisting of children aged 14-22 of MHA personnel and Linden and Newland resident families for an additional year to work summer recess, winter and spring breaks and holidays up to 18 hours/week for \$15/hour, and thereafter to stay current with MA minimum wage, in the Linden and Newland maintenance office and/or in one or more MHA Administration office with cost to be paid by the AMP or the COCC.

After due discussion and upon motion duly made by John P. Matheson and seconded by Karin Nystrom, it was unanimously,

VOTED: To approve the extension of MHA's Youth Part-Time Seasonal Employment Program for children of MHA personnel and Linden and Newland resident families ages 14-22 for another year to work summer recess, winter and spring breaks and holidays up to 18 hours/week for \$15/hour, and to thereafter stay current with MA minimum wage, in the Linden and Newland maintenance office and/or in one or more MHA Administration office with cost to be paid by the AMP or the COCC.

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

Nays: None

Abstain: Joan M. Chiasson

G. MYSTIC VALLEY ELDER SERVICES

The Board perused an invoice May 3, 2023 in the amount of \$15,722.02 from Mystic Valley Elder Services for provision of onsite Resident Services for the month of March 2023.

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

VOTED: To approve and authorize payment of the invoice in the amount of \$15,722.02 from Mystic Valley Elder Services for provision of onsite Resident Services for the month of March 2023 with cost to be paid by AMPs 2, 4, 5 and 6.

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

Nays: None

H. MALDEN POLICE INVOICES (7)

The Board examined (7) invoices from the Malden Police Department for a total of \$3,715.00 as follows:

Invoice #	Amount
28963	\$928.29
28976	\$309.63
29003	\$309.63
29022	\$309.63
29042	\$928.89
29061	\$309.63
29090	\$619.26
TOTAL	\$3,715.56

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

VOTED: To approve payment of the seven (7) Malden Police Invoices in the total amount of \$3,715.56 with costs allocated to the AMP's served

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

Nays: None

I. SOUTHERN CROSS INVOICE

The Board scrutinized an invoice dated May 5, 2023 in the amount of \$30,000 from Southern Cross for completion of MHA's Master Meter System Operations and Maintenance Plan included in the updated response provided to the MA Department of Public Utilities.

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

VOTED: To approve and pay the invoice from Southern Cross in the amount of \$30,000.00 with costs allocated to the AMP's served.

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

Nays: None

J. ABH Services Inc

The Board was presented with a recommendation by Ed Fahey of bid award made to ABH Services Inc. in the amount of \$35/unit from on MHA's Electronic Recycling solicitation.

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

VOTED: To approve and award the bid from ABH Services Inc. in the amount of \$35/unit on MHA's Electronic Recycling solicitation as the most responsive and responsible bidder and to authorize the Executive Director to sign a one-year contract with the company with the discretion in MHA to extend the contract for up to (4) consecutive one-year terms

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

Nays: None

K. DIANE COHEN INVOICE

The Board considered an invoice dated May 6, 2023 in the amount of \$1,875.00 from Diane Cohen for professional consulting services provided for Public Housing, Occupancy, Section 8 and the FSS program. .

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

VOTED: To approve payment of the invoice in the amount of \$1,875.00 from Diane Cohen for professional consulting services provided to the Public Housing, Occupancy, Section 8 and FSS program staff with payment allocated to those programs and/or the COCC.

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

Nays: None

L. HAIG INSURANCE POLICY RENEWAL

The Board studied a renewal applications for all of MHA's Federal insurance policies for FY2024 from the Housing Authority Insurance Group (HAIG).

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

VOTED: To authorize the Executive Director to complete and submit all MHA's required FY2024 federal insurance policy renewal applications with HAIG.

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

Nays: None

M. **WDG INVOICE**

The Board examined an invoice dated Dec. 9, 2022 in the amount of \$1,682.00 from WDG for contract administration completed on the Linden Basement water remediation project.

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

VOTED: To approve payment of the invoice from WDG in the amount of \$1,682.00 to be paid by Amp 1.

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

Nays: None

N. **SUFFOLK MANOR RESIDENTS ASSOCIATION**

The Board was presented with a funding request letter dated May 4, 2023 from the newly elected President of the Suffolk Manor Residents Association. The Executive Director explained that the Club is not formed in accordance with applicable HUD Regulation and Guidance, but is to function as a social club to mainly celebrate community and holiday events for which the funding request is intended to provide for.

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

VOTED: To approve funding of the Suffolk Manor Residents Association in the amount of \$3,000 per year to be paid in the amount of \$1,500 every 6 months from the COCC

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

Nays: None

4. **POLICIES AND CONTRACTS**

None

5. **REVIEW OF CHARITABLE REQUESTS**

a. **TRIANGLE DONATION REQUEST:**

The Board reviewed a flyer received on Triangle's Golf Classic Fundraiser.

After due discussion and upon motion made by Karin Nystrom and second by Joan Chiasson that a \$100.00 donation be made, it was unanimously,

VOTED: To approve and authorize a donation in the amount of \$100.00 to Triangle's Golf Classic Fundraiser from the COCC

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

Nays: None

b. **MYSTIC VALLEY YMCA INSPIRATION CELEBRATION FUNDRAISER**

The Board considered the request for a donation from the Mystic Valley YMCA for the 2023 Inspiration Celebration Fundraiser.

After due discussion and upon motion made by Joan Chiasson and second by John Matheson that a \$100.00 donation be made to the YMCA, it was unanimously,

Voted: To approve and authorize a donation in the amount of \$100.00 to the YMCA's Inspiration Celebration Fundraiser from the COCC

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

Nays: None

c. **FIFTH ANNUAL MALDEN PUBLIC SAFETY DAY (INFORMATIONAL ONLY)**

The Board was informed that the Fifth Annual Malden Public Safety Day will be held on Sunday, October, 15th 2023. No further action required.

6. **CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS**

None

7. **REVIEW OF PAID CAPITAL PROJECT INVOICES AND REQUISITIONS, AND OTHER DOCUMENTATION**

- a. Requisition for Payment in the amount of \$452,736.75 from Deiulis Brothers for work completed on the Forestdale 667-3 ModPhase Initiative project with payment made by DHCD through CapHub.

- b. Two (2) Invoices from Socotec on the 120 Mountain Ave 2nd floor repair project, the 1st in the amount of \$2,150.00 and the 2nd in the amount of \$3,675.00, for completion of additional construction administration and Contractor dispute support with payment made by CFP.
- c. Invoice in the amount of \$5,500.00 from MK Architecture for partial completion of construction administration on the AMP 1 Window and Siding Replacement project with payment made by the CFP.

8. REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS

- a. The Board was informed of the NERC/NAHRO Annual Conference and Exhibition at the Westin Portland Harborview Hotel in Portland, Maine from June 25 - 28, 2023

9. OPEN DISCUSSION

- a. DTCC GMEI UTILITY—RESOLUTION ??????

An approval and authorization for the Executive Director to complete, submit and pay for MHA's annual renewal fee with DTCC GMEI Utility with cost to be paid by EPC or COCC was considered by the Board

After due discussion and upon motion made by Joan Chiasson and second by Karin Nystrom, it was unanimously,

RESOLVED AND VOTED: Resolution No. 2023-04 to approve that the GMEI Utility Authorization Form be completed and signed by MHA Board Chairperson, William P. Hurley, authorizing the Executive Director to submit same to the DTCC GMEI Utility in order for the Executive Director to be authorized to complete MHA's LEI Registration Renewal in the for the full term referenced above

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

Nays: None

- b. RESIDENT ADVISORY BOARD (RAB) AND ANNUAL PLAN (PHA) MEETINGS

The Board discussed the approval and authorization to serve light refreshments at the RAB and upcoming PHA and Annual Plan public hearings

After due discussion and upon motion made by Karin Nystrom and second by Joan Chiasson, it was unanimously,

VOTED: To approve and authorize the Executive Director to spend up to \$1,000.00 on light refreshments at each of MHA's RAB and also MHA's PHA and Annual Plan Public Hearings with cost to be paid by the COCC.

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

Nays: None

c. Board Member Certificates

The Executive Director transmitted the State Certificates of Appointment that Executive Assistant Deborah Lungo had made for each Board Member.

d. Other

None

ADJOURNMENT

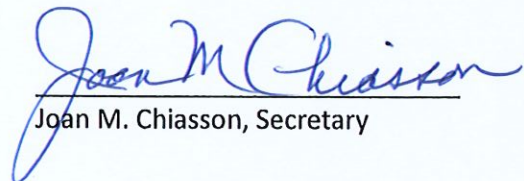
After due discussion and upon motion duly made by Joan Chiasson and seconded by John Matheson, it was unanimously,

VOTED: To adjourn

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

Nays: None

Adjourned at 9:45 AM


Joan M. Chiasson, Secretary