

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The Regular Meeting of the Malden Housing Authority (MHA) was held on June 20, 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 ATTENDING REMOTELY: None

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

1. APPROVAL OF MINUTES

The Board reviewed the minutes of June 6, 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 June 6, 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 reviewed the Massachusetts Rental Program Voucher Program ("MRVP") and Section 8 payments for the month of May 2023 totaling \$1,430,857.61 and the Revolving Fund Payment for the month of May 2023 totaling \$1,855,483.98.

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

VOTED: To approve the bills and signing of checks for May 2023.

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

Nays: None

3. FINANCIAL MATTERS:

A. M&V BENCHMARKING AND TRACKING SERVICES

The Executive Director requested that the board review, approve and award the bid on the M&V Benchmarking and Tracking Services solicitation to measurabl.com as the Most Responsive and Responsible Bidder and Authorization for the Executive Director to execute a one-year contract with the Company in the amount of the bid with discretion in MHA to extend the Contract for up to four (4) additional and consecutive one (1) year periods.

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 on the M&V Benchmarking and Tracking Services solicitation to and to measurabl.com as the Most Responsive and Responsible Bidder and to Authorize the Executive Director to execute a one-year contract with the Company in the amount of the bid with discretion in MHA to extend the Contract for up to four (4) additional and consecutive one (1) year periods.

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

Nays: None

B. NATIONAL GRID AND/OR/DEIULIS BROTHERS CONSTRUCTION EASEMENTS

The Executive Director explained the need to grant National Grid and/or Deiulis Brothers Construction two (2) easements allowing for the installation of new electric services at Buildings A, B and C on the Forestdale 667-3 ModPhase project and further to pay National Grid's fee of \$5,750.88 for the easement relating to 32 Sylvan Street and \$15,537.23 for the easement relating to 1 Kimball Street with payment to be made by the state program.

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

VOTED: To Approve and grant National Grid and/or Deiulis Brothers Construction two (2) easements allowing for the installation of new electric services at Buildings A, B and C on the Forestdale 667-3 ModPhase project and further to pay National Grid \$5,750.88 for the easement relating to 32 Sylvan Street and \$15,537.23 for the easement relating to 1 Kimball Street with payment to be made by the state program.

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

Nays: None

C. BOARD RESOLUTION 2023 APPROVAL, ADOPTION AND SUBMISSION OF MHA'S EOHLC FY2024 CAPITAL IMPROVEMENT PLAN

The Executive Director discussed MHA's EOHLC FY2024 Capital Improvement Plan with the Board and informed that same must be adopted and submitted prior to MHA's EOHLC FY2024 Annual Plan.

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

RESOLVED AND VOTED: To Approve Adoption and Submission of MHA's EOHLC FY2024 Capital Improvement Plan.

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

Nays: None

D. BOARD RESOLUTION 2023-06 APPROVAL, ADOPTION AND SUBMISSION OF MHA'S FY2024 EOHLC ANNUAL PLAN

The Executive Director presented the Board the final version of MHA's EOHLC FY2024 Annual Plan for discussion noting same must be approved and submitted prior to the end of July.

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

RESOLVED AND VOTED: To Approve Adoption and Submission of MHA's FY2024 EOHLC Annual Plan.

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

Nays: None

E. BOARD RESOLUTION 2023-07 APPROVAL, ADOPTION AND SUBMISSION OF MHA'S FY2024 HUD PHA ANNUAL PLAN SUBMISSION AND REVIEW OF 2024 – 2028 FIVE YEAR CAPITAL ACTION PLAN

The Executive Director presented the Board the final version of MHA's FY2024 HUD PHA Annual Plan as well as MHA's proposed 2024 – 2028 Five Year Capital Action Plan for discussion noting only the MHA's Fy2024 PHA Annual Plan must also be approved and submitted prior to the end of July.

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

RESOLVED AND VOTED: To Approve Adoption and Submission of MHA's FY2024 HUD PHA Annual Plan.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Karin Nystrom
Nays: None

F. BOARD RESOLUTION 2023-08 APPROVAL AND AUTHORIZATION FOR THE BOARD CHAIRPERSON AND SECRETARY TO SIGN AND RECORD FORM HUD-52190 DECLARATION OF TRUST/RESTRICTIVE COVENANTS ON MHA HUD CAPITAL FUND MODERNIZATION GRANT MA01P02250123

The Executive Director presented the Board with a completed Form HUD-52190 Declaration of Trust/Restrictive Covenants and informed the board that the Chairperson and Secretary would have to be authorized to sign the form so that same could be recorded with the Middlesex South District Registry of Deeds to memorialize MHA's Capital Fund Modernization Grant No. MA01P02250123 as required by HUD regulation.

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

RESOLVED AND VOTED: To approve and authorize the Board Chairperson and Secretary to sign Form HUD-52190 Declaration of Trust/Restrictive Covenants on MHA HUD Capital Fund Modernization Grant No. MA01P02250123 and to Approve recording of the Trust with the Middlesex South District Registry of Deeds with payment made by the Capital Fund.

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

Nays: None

G. APPROVAL AND AUTHORIZATION FOR THE BOARD CHAIRPERSON AND SECRETARY TO SIGN TWO (2) FORM HUD 51999 GENERAL DEPOSITORY AGREEMENTS WITH ROCKLAND TRUST

The Executive Director informed the Board that MHA needed to execute form HUD-5199 General Depository Agreements with the Rockland Trust as successor in interest to the East Boston Savings Bank and requested the Board Authorize the Chairperson and Secretary to sign same, 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 Approve and Authorize the Board Chairperson and Secretary to sign two (2) form HUD 51999 General Depository Agreements with Rockland Trust and to provide Rockland Trust with the 2 signed Originals for countersignature to return of one of the fully signed forms to MHA.

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

Nays: None

H. APPROVAL OF THE FIRST AMENDMENT TO THE LOAN AND SECURITY AGREEMENT AMONG MA DEVELOPMENT FINANCE AGENCY, MALDEN HOUSING AUTHORITY, ROCKLAND TRUST AS SUCCESSOR TO EAST BOSTON SAVINGS BANK, AND PROSPECT, INC. DATED OCTOBER 13, 2013 AS A RESULT OF THE DISCONTINUATION OF LIBOR AND AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO SIGN FOUR (4) ORIGINAL AMENDMENTS WITH ONE (1) BEING PROVIDED TO MHA FOLLOWING FULL COUNTERSIGNATURE.

The Executive Director presented a revision to MHA's EPC Bond Loan held by Rockland Trust and explained the need to be authorized to execute and return same to Rockland due to the elimination of LIBOR as a rate index determining Rockland's percentage share of MHA's monthly payment and that of Rockland's SWAP partner.

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

VOTED: To Approve the revision to the First Amendment to the Loan and Security Agreement among MA Development Finance Agency, Malden Housing Authority, Rockland Trust as successor to East Boston Savings Bank, and Prospect, Inc. dated October 13, 2013, as a result of the discontinuation of LIBOR and Authorization for the Executive Director to sign four (4) Original Amendments with one (1) being provided to MHA following full countersignature.

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

Nays: None

- I. MARCUM'S MHA FY2022 AUDIT REPRESENTATION LETTER.**
- J. MARCUM'S MHA FY2022 HUD FINANCIAL STATEMENT**
- K. MARCUM'S MHA FY2022 EOHLC AGREED UPON PROCEDURES**

The Executive Director presented to the board and reviewed the above (3) Three Documents from Marcum and requested permission to Approve, submit and grant permission to the Executive Director to sign above noted documents.

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

VOTED: To Approve and grant permission to the Executive Director to approve, submit and sign Marcum's above said documents.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Karin Nystrom
Nays: None

L. SOUTHERN CROSS BID

The Executive Director requested approval of a bid in the amount of \$201,729 from Southern Cross as the most responsible and Responsive Bidder on the Master Meter Systems Operations and Maintenance Plan Compliance Services solicitation and Authorization for the Executive Director to execute a contract with the Company for one year with discretion in MHA to extend up to four (4) additional one-year periods in the amount of the bid.

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

VOTED: To Approve the Bid of \$201,729 from Southern Cross.

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

Nays: None

M. APPROVAL OF CHANGE ORDER REQUEST IN THE AMOUNT OF \$14,888.38 FROM DRIZOS CONTRACTING LLC

The Board studied the change order request in the amount of \$14,888.38 to install PVC panel over existing soffits at seven (7) scattered site properties included in the AMP 1 Scattered Site Window & Siding Replacement project together with authorization for the Executive Director to sign the Change Order with cost to be paid by the CFP.

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 change order request in the amount of \$14, 888.38 from Drizios Contracting LLC to install PVC panel over existing soffits at seven (7) scattered site properties included in the AMP 1 Scattered Site Window & Siding Replacement project.

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

Nays: None

N. APPROVAL OF CHANGE ORDER REQUEST IN THE AMOUNT OF \$8,901.71 FROM DRIZOS CONTRACTING LLC.

The Board considered the change order request in the amount of \$8901.71 from Drizos Contracting LLC to paint exterior door trims and side overhangs on all buildings included in the AMP 1 Scattered Site Window & Siding Replacement project together with Authorization for the Executive Director to sign the Change Order with cost to be paid by the CFP.

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 change order request in the amount of \$8901.71 from Drizos Contracting LLC to paint exterior door trims and side overhangs on all buildings included in the AMP 1 Scattered Site Window & Siding Replacement project together with Authorization for the Executive Director to sign the Change Order with cost to be paid by the CFP.

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

Nays: None

O. **APPROVAL OF CHANGE ORDER REQUEST #5 IN THE AMOUNT OF \$11,747 FROM DEIULIS BROTHERS CONSTRUCTION**

The Board studied the change order request in the amount of \$11,747 from Deiulis Brothers Construction to provide temporary electric service to Building A in the Forestdale ModPhase project and Authorization for the Executive Director to sign and submit same in CapHub.

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

VOTED: To approve the change order request in the amount of \$11,747 from Deiulis Brothers Construction to provide temporary electric service to Building A in the Forestdale ModPhase project.

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

Nays: None

P. **APPROVAL OF CHANGE ORDER REQUEST #6 IN THE AMOUNT OF \$9,702.91 FROM DEIULIS BROTHERS CONSTRUCTION**

The Board scrutinized the change order request in the amount of \$9,702.91 from Deiulis Brothers Construction to furnish and install wire molds to feed three (3) outlets serving eight (8) units in Building A for the Forestdale ModPhase project and Authorization for the Executive Director to sign and submit same in CapHub.

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 change order request in the amount \$11,747 from Deiulis Brothers Construction to furnish and install wire molds to feed three (3) outlets serving eight (8) units in Building A for the Forestdale ModPhase.

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

Nays: None

Q. JAMES HENNESSEY INVOICES

The Board reviewed four (4) invoices from James Hennessey, all dated June 7, 2023 with the 1st in the amount of \$840.00 for completion of two (2) Section 8 Informal Reviews with cost to be paid by Section 8, the 2nd in the amount of \$1,110.00 for completion of a Federal Public Housing Informal Hearing with cost to be paid by that program, the 3rd in the amount of \$1,417.50 for completion of Section SEMAP Quality Control Inspections with cost to be paid by Section 8, and the 4th in the amount of \$607.50 for completion of state public housing inspections with cost to be paid by the state or COCC.

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

VOTED: To approve and authorize payment of the four (4) invoices from James Hennessey, all dated June 7, 2023 with the 1st in the amount of \$840.00 for completion of two (2) Section 8 Informal Reviews with cost to be paid by Section 8, the 2nd in the amount of \$1,110.00 for completion of a Federal Public Housing Informal Hearing with cost to be paid by that program, the 3rd in the amount of \$1,417.50 for completion of Section SEMAP Quality Control Inspections with cost to be paid by Section 8, and the 4th in the amount of \$607.50 for completion of state public housing inspections.

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

Nays: None

R. MRI INVOICES

The Board studied an invoice in the amount of \$20,099.65 from MRI for the Annual HAB and HAB SaaS Renewal subscription fee with payment as allocated by the Finance Director.

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 invoice in the amount of \$20,099.65 from MRI for the Annual HAB and HAB SaaS Renewal subscription fee.

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

Nays: None

S. DIANE COHEN INVOICE

The Board reviewed an invoice in the amount of \$1500.00 from Diane Cohen for professional consulting services provided MHA's Federal Housing Occupancy Department (3 hours) and Section 8 program staff (9 hours) with payment allocated to those programs.

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

VOTED: To approve and authorize payment of an invoice in the amount of \$1500.00 from Diane Cohen for professional consulting services provided MHA's Federal Housing Occupancy Department (3 hours) and Section 8 program staff (9 hours) with payment allocated to those programs.

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

Nays: None

T. YMCA INVOICES

The Board analyzed an invoice from the Malden YMCA dated June 7, 2023, in the amount of \$4,166.67 for HUD Assisted Housing Family Membership Utilizations with cost to be paid by the COCC.

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

VOTED: To approve and authorize payment in the amount of \$4,166.67 to the Malden YMCA for HUD Assisted Housing Family Membership Utilizations.

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

Nays: None

U. OCCUPANCY DEPARTMENT LUNCHEON

The Executive Director presented a request to the Board to authorize Occupancy Director Lisa Martorana to use her MHA credit card for an Occupancy staff luncheon to honor Jayden Jean's service. Jayden is leaving MHA to pursue a career as a Malden Firefighter.

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

VOTED: To approve authorization to Occupancy Director Lisa Martorana to use her MHA credit card for an Occupancy staff luncheon to honor Jayden Jean's service.

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

Nays: None

V. SECTION 8 COOKOUT

The Executive Director presented a request to the Board to authorize Section 8 Director Yolanda Velasquez to use her MHA Credit Card to pay all eligible costs for a Teambuilding Section 8 and 89 Pearl Street onsite staff cookout.

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

VOTED: To approve authorization to Section 8 Director Yolanda Velasquez to use her MHA Credit Card to pay all eligible costs for a Teambuilding Section 8 and 89 Pearl Street onsite staff cookout.

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

Nays: None

W. BOBCAT SKID STEER LOADERS

The Executive Director requested the approval of the board to acquire two (2) new Bobcat Skid Steer Loaders and trade-in disposition of two (2) used Loaders for the price Quote of \$77,600.78 from Bobcat of Boston with cost to be paid by the AMP 3 and AMP 4 Extraordinary Maintenance budget.

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

VOTED: To approve authorization to acquire two (2) new Bobcat Skid Steer Loaders and trade-in disposition of two (2) used Loaders for the price Quote of \$77,600.78 from Bobcat of Boston.

Ayes: William P. Hurley, John P. Matheson, Joan M. Chiasson and Karin Nystrom
 Nays: None

X. MALDEN POLICE INVOICES (8)

The Board Examined (8) invoices in the total amount of \$4,646.00 as follows:

Malden Police Invoices

Invoice Number	Date	Amount
29303	5-31-23	\$1,238.52
29325	6-1-23	\$619.26
29349	6-5-23	\$309.63
29366	6-7-23	\$1,238.52
29387	6-8-23	\$309.63
29404	6-12-23	\$309.63
29426	6-13-23	\$311.18 (4.2 HOURS)
29438	6-13-23	\$309.63
TOTAL		\$4,646.00

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

VOTED To approve and authorize payment of eight (8) invoices from the Malden Police Department in the total sum of \$4,646.00 for detail coverage at various MHA developments with costs allocated to the AMP's served.

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. WARD 5 FOURTH OF JULY 4TH CELEBRATION

The Board reviewed a Donation Request from Ward 5 Councilor Barbara Murphy for the Annual Ward 5 July 4th Celebration.

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

VOTED To approve and authorize a donation in the amount of \$150.00 in support of the Ward 5 Fourth of July Celebration.

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

Nays: None

B. THANK YOU FROM TRIANGLE INC (ANNUAL GOLF TOURNAMENT DONATION)

6. **CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS:** None

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

a. An Invoice from Socotec on the Forestdale 667-3 Modphase project in the amount of \$15,250 for completion of design and other work with payment made by the state program through CapHub (Edification Only)

8. **REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS** None

9. **OPEN DISCUSSION**

a. **MASS NAHRO**

The Executive Director reviewed two donation requests from Mass Nahro the 1st in the amount of \$150.00 to sponsor a Hole or Tee in the 30th Annual past Presidents' Memorial Scholarship Golf Tournament and the 2nd to purchase a full-page Ad in the amount of \$125 in the 2023 Annual Conference Program Book.

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

VOTED: To approve and authorize a donation to Mass Nahro in the amount of \$150.00 Tee Sponsor and \$125.00 for the 2023 Annual Conference Program Book.

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

Nays: None

b.) **JULY 3RD, 2023**

The Executive Director informed the Board that Mayor Gary Christenson has approved that City Hall and all City Departments will be closed on Monday, July 3rd in honor of the July 4th Holiday. The Executive Director requested approval from the Board to follow the City of Malden's direction and close the Malden Housing Authority on July 3rd.

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

VOTED: To approve and authorize the Malden Housing Authority Administrative Offices and Maintenance Department to Close on July 3, 2023.

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

Nays: None

c.) **SUMMER BOARD MEETING CHANGE**

The Executive Director requested that the July Board Meeting Date be changed from July 18, 2023, to July 25, 2023

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

VOTED To approve and authorize the Board Meeting Date be changed to **Tuesday, July 25th at 8:30AM**

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

Nays: None

ADJOURNMENT

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

VOTED: To Adjourn

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

Nays: None

Adjourned at 10:30 AM


Joan M. Chiasson, Secretary