

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The Regular Meeting of the Malden Housing Authority (MHA) was held on July 25, 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: Mark A. Lawhorne

COMMISSIONERS ABSENT: None

MHA STAFF: Stephen G. Finn, Edward J. Fahey, and Barbara A. Hooley

1. APPROVAL OF MINUTES

The Board reviewed the minutes of June 20, 2023

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

VOTED: To approve the minutes of June 20, 2023.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS: None

3. FINANCIAL MATTERS:

A. MCCREIGHT & ASSOCIATES—BID AWARD

The Executive Director requested that the Board confirm their Poll Approval to award the bid on solicitation for Section 8 HQS Inspection services to McCright & Associates for the sum of \$36.60 per inspection as the most responsible bidder with authorization for the Executive Director to execute a one-year contract with the Company with discretion in MHA to extend the contract for up to four (4) consecutive one (1) year periods in the amount of each bid.

After due discussion and upon motion duly made by Karin Nystrom and seconded by Mark A. Lawhorne it was unanimously:

VOTED: To Confirm the Poll Approval to award the bid and contract on solicitation for Section 8 HQS Inspection services to McCright & Associates as the most responsive and responsible bidder.

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

Nays: None

B. DAMAZIO BUILDERS, INC (DIMAZIO)—CHANGE ORDERS (2)

The Board considered confirming the Poll Approval of two (2) change orders from Damazio on the 13 Rockland Ave Roof Replacement Project, the first in the amount of \$831.57 with 1 calendar day-time extension to replace rotten fascia, and the 2nd in the amount of \$5,284.95 to repoint two chimneys and replace 3 metal caps with a time extension of 15 calendar days. The payments are to be made by the State program.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded By Karin Nystrom, it was unanimously:

VOTED: To Confirm Poll Approval of the two (2) change orders from Damazio Builders Inc. on the 13 Rockland Ave Roof Replacement Project and authorization for the Executive Director to submit the Change Orders in CapHub.

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

Nays: None

C. T-MOBILE

The Executive Director discussed T-Mobile's proposal to upgrade MHA's cell phone plan and all cell phone devices based on CommBuys Government pricing in the amount of \$18,208 for a 2-year term, pursuant to T-Mobile's quote of June 16, 2023.

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

VOTED: To approve and authorize the upgrade of MHA's T-Mobile cell phone plan and all devices based on CommBuys Government pricing in the amount of \$18,208 for a 2-year term with payment allocated by the Finance Director.

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

Nays: None

D. NIXON PEABODY AND BURNS LEVINSON--INVOICES

The Board studied two invoices for legal work completed on the First Amendment to MHA's EPC Loan and Security Agreement between 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 interest benchmark. The 1st invoice in the amount of \$6,849.50 from Nixon Peabody and the 2nd in the amount of \$1,500.00 from Burns Levinson, with payment to be allocated by the Finance Director.

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

VOTED: To Approve and authorize payment to Nixon Peabody in the amount of \$6,489.50 and Burns Levinson in the amount of \$1,500.00 for legal work on MHA's EPC Bond Loan required due to the discontinuation of LIBOR with cost paid by the EPC or COCC.

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

Nays: None

D. PUBLIC UTILITY ALLOWANCES

The Executive Director requested approval and adoption of MHA's FY2024 Section 8 and Public Housing Program Utility Allowance Charts from Northeastern Utility Consultants llc.

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 adopt MHA's FY2024 Section 8 and Public Housing Utility Allowance charts from Northeastern Utility Consultants LLC with implementation date for both programs on December 1, 2023.

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

Nays: None

F. YMCA-- INVOICES (2)

The Board examined two (2) invoices dated May 31, 2023 from the YMCA for provisions of After School services. the 1st invoice is in the amount of \$2,124.60 for the Linden program and the 2nd in the amount of \$738.38 for the Newland program.

After due discussion and upon motion duly made by Karin Nystrom and seconded by Mark A. Lawhorne, it was unanimously:

VOTED: To approve payment of two (2) invoices from the YMCA for provision of After School Services, the 1st in the amount of \$2,124.60 for the Linden program and the 2nd in the amount of \$738.38 for the Newland program with payment by AMP 1.

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

Nays: None

G. DIANE COHEN-- INVOICE

The Board scrutinized an invoice in the amount of \$562.50 from Diane Cohen for professional consulting services provided to MHA's Federal Public Housing Occupancy, Section 8 and FSS program staff.

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 of the invoice in the amount of \$562.50 from Diane Cohen for professional consulting services provided MHA's Federal Public Housing Occupancy, Section 8 and FSS program staff with payment allocated to the applicable programs.

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

Nays: None

H. MYSTIC VALLEY ELDER SERVICES –INVOICES (3)

The Board reviewed three (3) invoices from Mystic Valley Elder Services for the provision of onsite Resident Coordinator Services. The 1st invoice is in the amount of \$14,605.47 for April 2023, the 2nd in the amount of \$15,262.51 for May 2023 and the 3rd in the amount of \$15,788.85 for June 2023. All Invoices are for the provision of onsite Resident Service Coordinator services with cost to be paid by AMP's 2,4, 5 and 6.

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

VOTED: To approve and authorize payment of the three (3) invoices from Mystic Valley Elder Services totaling \$45,656.83 for the provision of onsite Resident Service Coordinator services AT AMPs 2, 4, 5 and 6 for April, May and June, 2023 with cost to be paid by those AMPs.

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

Nays: None

I. **DRIZOS-----CHANGE ORDER**

The Board studied a change order request in the amount of \$62,431.23 from Drizos for additional electrical work required by the City of Malden’s Electrical Inspector, together with an increase of 60 Calendar says to contract term.

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 \$62,431.23 from Drizos for additional electrical work required by the City together with an increase of 60 calendar days to the contract term with payment to be made by the CFP

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

Nays: None

J. **MARCUM--INVOICE**

The Board analyzed an invoice the amount of \$2,205.00 from Marcum for work completed on MHA’s FY2022 State EOHLC Agreed Upon Procedures (AUP).

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

VOTED: To Approve payment of the invoice from Marcum for work completed on MHA’s FY2022 EOHLC AUP with payment as determined by the Finance Director.

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

Nays: None

K. **MALDEN POLICE—INVOICES (10)**

The Board considered ten (10) invoices from the Malden Police department in the total amount of \$8,414.62 as follows:

Dated	Invoice Number	Amount
6-20-23	29450	\$1,548.15
6-23-23	29483	\$928.89
6-26-23	29511	\$928.89
6-29-23	29566	\$309.63
6-30-23	29583	\$309.63
7-5-23	29598	\$619.26
7-7-23	29620	\$1,147.45
7-11-23	29637	\$655.68
7-12-23	29655	\$655.68
7-17-23	29689	\$1,311.36
Total		\$8,414.62

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 of the ten (10) invoices from the Malden Police Department in the total sum of \$8,414.62 for detail coverage at various MHA developments with cost allocated to the AMPS served.

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

Nays: None

L. STANLEY ROOFING (Stanley)—BID AWARD

The Board reviewed bid responses received on the 89 Pearl Street Roof Replacement Project solicitation together with the Architect's and MHA Modernization Director, Ed Fayey's, recommendation to award the bid to and authorize the Executive Director to contract with Stanley as the most responsive and responsible bidder in the amount \$872,400.

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

VOTED: To award the bid in the amount of \$872,400 to Stanley as the most responsive and responsible bidder on the 89 Pearl Street Roof Replacement Project solicitation and to authorize the Executive Director to contract with Stanley with payment to be made by the Capital Fund.

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

Nays: None

9:25 AM Mark A. Lawhorne left the meeting

M. ACME WATERPROOFING—CHANGE ORDER

The Board considered a change order in the amount of \$3,788.10 from Acme Waterproofing for additional work required on the 120 Mountain Ave 2nd floor repair project.

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 \$3,788.10 from Acme Waterproofing for additional work required on the 120 Mountain Ave 2nd floor repair project with cost to be paid by the Capital Fund

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

Nays: None

4. POLICIES AND CONTRACTS

A. PERSONNEL POLICY-REVISION-FSS

The Executive Director requested that the Board adopt a revision to MHA's Personnel Policy to allow for two (2) grant funded FSS Program staff positions as full time 40 hour per week positions with corresponding benefit accruals as allowed under that grant program.

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 Personnel Policy revision to allow for two (2) grant funded FSS Program positions as full time 40 hour per week positions with corresponding appropriate benefit accruals.

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

Nays: None

5. REVIEW OF CHARITABLE REQUESTS None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS:

a.) Mass Nahro News-Edification Only

b.) NAHRO Monitor

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

- a. Application for Payment from Jupiter Electric in the amount of \$71,425.51 for work completed on the Springdale fire alarm upgrade project with payment made by the state program through CapHub
- b. Application for payment from Deiulis Brothers Construction in the amount of \$270,178.57 for work completed on the Forestdale ModPhase project with payment made by the state program through CapHub
- c. Invoice from Scotec for contract administration completed on the Forestdale Modphase project in the amount of \$21,350 with payment made by the state program through CapHub
- d. Invoice from Socotec for contract administration completed on the 120 Mountain Ave 2nd floor repair project in the amount of \$4,250 with payment made by the capital fund
- e. Requisition for payment in the amount of \$42,375,08 from Drizos Contracting LLC for work completed on the AMP 1 scattered site window and siding replacement project with cost to be paid by the CFP
- f. Invoice in the amount of \$11,000 from Michael Kim Architecture for construction administration completed on the AMP 1 Newland window and siding replacement project with cost paid by the CFP
- g. Requisition for payment in the amount of \$42,564.75 from Damazio Builders Inc for work completed on the 13 Rockland Ave Roof Replacement project with cost paid by the state program through CapHub
- h. Requisition for payment in the amount of \$23, 834.00 from Drizos Contracting LLC for work completed on the AMP 1 scattered site window and siding replacement project with payment made by the capital fund
- i. Six (6) Construction Change Directives to memorialize approved change order work being completed under protest by Deiulis Brothers Construction due to increased union labor wage rates on the Forestdale ModPhase project with any increase in cost to be paid by the state program through CapHub.

8. REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS

- a). Mass Nahro Annual Conference at the Seacrest Hotel in Falmouth, MA
- b) MRI Ascend Chicago Conference

9. OPEN DISCUSSION

- a) Mass Nahro Donation History - Information Only
- b) MHA Housing Authority Insurance Group Low Loss Ratio Award - Information only
- c) Other-Board Meeting Date Change

The Board discussed changing the upcoming Tuesday, September 12th Board Meeting to Tuesday, September 5th due to vacation conflicts.

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

VOTED: To Change the September 12th, 2023 Board Meeting Date to September 5, 2023

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 Karin Nystrom 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