

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

The Regular Meeting of the Malden Housing Authority (MHA) was held on August 22, 2023 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148. With a commissioner attending remotely, all votes are by roll call.

COMMISSIONERS ATTENDING: William P. Hurley, Mark A. Lawhorne, John P. Matheson and Karin Nystrom

COMMISSIONERS ATTENDING REMOTELY: Joan M. Chiasson

COMMISSIONERS ABSENT: None

MHA STAFF: Edward J. Fahey, Barbara A. Hooley, Thomas P. Callaghan, Jr. and Yolanda Velasquez

MHA STAFF REMOTE: Stephen G. Finn

**1. APPROVAL OF MINUTES**

The Board reviewed the minutes of July 25, 2023.

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

VOTED: To approve the minutes of July 25, 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:**

A.) The Board perused the Section 8 and MRVP rental payments for the month of June 2023 totaling \$1,438,425.06 and July totaling \$1,444,210.73.

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

VOTED: To approve the bills and signing of checks for June, 2023 and July, 2023.

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

Nays: None

B.) The Board studied the Revolving Fund Register for the month of June 2023 totaling \$2,132,556.93 and the month of July totaling \$1,364,893.82.

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

VOTED: To approve the bills and signing of checks for June 2023 and July 2023

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

Nays: None

**3. FINANCIAL MATTERS:**

**A. Section 8 Small Area Market Rent Payment Standards**

The Modernization and Procurement Director requested that the Board review and approve Section 8 Small Area Fair Market Rent Payment Standards (SAFMRs) effective as of October 1, 2023 for new voucher utilizations and November 1, 2023 for annual reexaminations for those communities as shown in the tables, incorporated by reference herein, at amounts ranging from MHA's existing payment standards up to 120 percent of HUD's FY 2023 SAFMRs for tenant and project based voucher assistance in each of the included Cities/Towns, with MHA retaining all previously adopted existing payment standards amounts for all other cities/towns not on this list that are served throughout the Commonwealth of Massachusetts. Section 8 Director Yolanda Velasquez explained this program to the Board and responded to all questions.

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

VOTED: To approve the Section 8 SAFMRs at up to 120% by bedroom size for all communities included in the table presented to the Board for this vote, to be effective October 1, 2023 for new voucher utilizations, and on November 1, 2023 for all recertifications and other purposes.

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

Nays: None

B. Review of MHA Comparative Financials for June 2023 Review Only

C. MHA EOHLIC June 2023 Quarterly Financial Submission Review Only

D. DEIULIS BROTHERS CONSTRUCTION (Deiulis)CHANGE ORDER

The Board considered a change order request in the amount of \$54,309 from Deiulis. for the conversion of six (6) natural gas community laundry dryers to electricity with payment to be made by the State program through Cap Hub.

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 \$54,309 from Deiulis to complete the conversion of six (6) natural gas community dryers to electricity with payment to be made by the State program through Cap Hub.

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

Nays: None

**F. DEIULIS ---CHANGE ORDER #3**

The Board reviewed a change order request #3 from Deiulis to increase pricing from \$61,062 to \$63,890 to include roller shades on all new windows and doors for the Forestdale ModPhase project with payment to be made by the State Program through Cap Hub.

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

VOTED: To approve change order request #3 from Deiulis to increase pricing from \$61,062 to \$63,890 to include roller shades on all new windows and doors for the Forestdale ModPhase project with payment to be made by the State Program through Cap Hub.

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

Nays: None

**E. DEIULIS ---CHANGE ORDER #1**

The Board examined change order request #1 from Deiulis in the amount of \$19,611.16 for tempered glass windows for the Forestdale ModPhase project with payment to be made by the State program through Cap Hub.

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

VOTED: To approve change order request #1 from Deiulis in the amount of \$19,611.16 for tempered glass windows for the Forestdale MoD phase

project with payment to be made by the state program through Cap Hub.

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

Nays: None

**G. DEIULIS - CHANGE DIRECTIVES (#5, #6 and #7)**

The Board reviewed construction change directives #5, #6 and #7 from Deiulis, #5 in the amount of \$17,244 for rewiring of rangehoods to correct code violations, #6 in the amount of \$9,157.00 to install synthetic decking under all exterior thresholds in lieu of metal panning as shown in the contract documents, and #7 in the amount of \$14,302 for construction to upgrade existing oven receptacles and change all oven cords. All directives with costs when determined to be paid by the State program through Cap Hub.

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

VOTED: To approve Deiulis' construction change directives #5, #6 and #7 with the cost of all directives to be paid by the State program through Cap Hub.

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

Nays: None

**H. MRI SOFTWARE**

The Board analyzed an invoice in the amount of \$20,803.14 dated 7-31-23 from MRI Software for the annual HAB public housing software subscription and SaaS service renewal with cost allocated by the Finance Director.

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

VOTED: To approve and authorize payment of the MRI invoice in the amount of \$20,803.14 for the annual HAB public housing software subscription and SaaS service renewal.

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

Nays: None

I. SG RISK MANAGEMENT CONSULTING (SG Risk)-Invoices (2)

The Board studied two (2) invoices for SG Risk. The first dated 6/12/2023 in the amount of \$807.50 for the Months March, April and May, 2023 and the second dated 8/2/2023 in the amount of \$1,021.75 for the months of June and July with costs allocated as stated on invoice.

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 of the two (2) invoices for SG Risk, the first dated 6/12/2023 in the amount of \$807.50 for the months March, April and May, 2023 and the second dated 8/2/2023 in the amount of \$1,021.75 for the months of June and July with costs allocated as stated on each invoice.

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

Nays: None

J. MYSTIC VALLEY ELDER SERVICES (MVES)—Memorandum of Understanding (MOU)

The Modernization and Procurement Director requested the Board review and approve the renewal and extension of MHA's MOU with MVES for the provision of onsite Supportive Housing Service- Coordinators in HUD and EOHLC assisted Public Housing for up to five (5) consecutive years pursuant to MVES' designation as an Aging Services Access Point (ASAP) by the Commonwealth of Massachusetts Executive Office of Elder Affairs under BD-19-1040-1040C-1040L-33715, the terms of which being expressly incorporated in the Agreement, for the purpose of providing on-site supportive services to the residents of Suffolk Manor (312 Bryant Street – AMP 2), 120 Mountain Avenue (AMP 4), 557 Pleasant Street (AMP 5) and 89 Pearl Street (AMP 6) (collectively, the "Assisted Developments") at a cost of up to \$200,000/year to be paid by the AMPs served; to the residents of Forestdale and Springdale at a cost of \$10,000/year to be paid by the State program or COCC; and to the residents of 630 Salem Street at no cost subject pursuant to the MA Executive Office of Elder Affairs designation as 630 Salem Street as a Supportive Housing Site.

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

VOTED: To approve the request to renew and extend MHA's MOU for the provision of supportive services in Public Housing for up to five (5) consecutive years with MVES pursuant to MVES' designation as an Aging Services Access Point (ASAP) by the Commonwealth of Massachusetts Executive Office of Elder Affairs under BD-19-1040-1040C-1040L-33715, the terms of which are expressly incorporated in this Agreement, for the purpose of providing on-site supportive services to the residents of Suffolk Manor (312 Bryant Street – AMP 2), 120 Mountain Avenue (AMP 4), 557 Pleasant Street (AMP 5) and 89

Pearl Street (AMP 6) (collectively, the “Assisted Developments”) at a cost of up to \$200,000/year to be paid by the AMPs served, to the residents of Forestdale and Springdale at a cost of \$10,000/year to be paid by the State program or COCC, and to the residents of 630 Salem Street at no cost subject pursuant to the MA Executive Office of Elder Affairs designation as 630 Salem Street as a Supportive Housing Site.

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

Nays: None

**K. MALDEN’S OFFICE OF STRATEGIC PLANNING AND COMMUNITY DEVELOPMENT**

The Board reviewed an invoice in the amount of \$1,575 from the Malden Office of Strategic Planning and Community Development for completion of the HUD required Environmental Review of MHA’s 2023-2027 Five Year Capital Action Plan.

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

VOTED: To approve payment of the invoice in the amount of \$1,575 from the Malden’s Office of Strategic Planning and Community Development for completion of the Environmental Review of MHA’s 2023-2027 Five Year Capital Action Plan with cost to be paid by the Capital Fund.

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

Nays: None

**L. 13 ROCKLAND AVE**

The Modernization and Procurement Director asked for the Board to review and approve the renewal of the FY2024 MA Department of mental Health’s Lease Addendum with Elliot Community Human Services for 13 Rockland Ave increasing the rent from \$2,628.57/month to \$2,857.26 for the extended term of five years.

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

VOTED: To approve Lease Renewal for FY2024 for 13 Rockland Ave with Elliot Community Human Services and increase rent from \$2,628.57/month to \$2,857.26 for the extended term.

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

Nays: None

**M. ACME WATERPROOFING—CHANGE ORDER**

The Board considered a change order in the amount of \$12,739.79 from Acme Waterproofing for additional floor repairs in Units C2 and C5 at 120 Mountain Ave's 2<sup>nd</sup> 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 \$12,739.79 from Acme Waterproofing for additional floor repairs in Units C2 and C5 on the 120 Mountain Ave 2<sup>nd</sup> floor repair project with cost to be paid by the capital fund.

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

Nays: None

**N. IUVO TECHNOLOGIES (Iuvo)**

The Modernization and Procurement Director explained the aging of MHA's computers and requested the Board approve a Quote for Iuvo to upgrade and replace sixty-five (65) computers and laptops for a total cost of \$108,287.66.

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 Quote from Iuvo to replace sixty-five (65) computers and laptops for a total cost of \$108,287.66 with cost to be paid as allocated by the Finance Director.

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

Nays: None

**O. YMCA-Invoices (2)**

The Board perused two (2) invoices from the YMCA, the 1<sup>st</sup> in the amount of \$4,166.67 for June Resident Family memberships and the 2<sup>nd</sup> in the amount of \$4,166.67 for July Resident Family memberships for a total of \$8,333.34.

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

VOTED: To approve payment of the two (2) invoices from the YMCA, the 1st in the amount of \$4,166.67 for June Resident Family memberships and the 2nd in the amount of \$4,166.67 for July Resident Family memberships for a total of \$8,333.34 with cost to be paid by the COCC.

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

Nays: None

**P. MALDEN POLICE**

The Board considered approval to pay nine (9) invoices from the Malden Police as follows: the 1<sup>st</sup> #29709 dated 7/20/2023 in the amount of \$983.52; the 2<sup>nd</sup> #29759 dated 7/28/2023 in the amount of \$1,311.36; the 3<sup>rd</sup> #29772 dated 7/28/2023 in the amount of \$327.84; the 4<sup>th</sup> #29783 dated 7/29/2023 in the amount of \$327.84; the 5<sup>th</sup> #29799 dated 8/3/2023 in the amount of \$655.68; the 6<sup>th</sup> #29827 dated 8/8/2023 in the amount of \$983.52; the 7<sup>th</sup> #29850 dated 8/9/2023 in the amount of \$327.84; the 8<sup>th</sup> #29868 in the amount of \$655.68 and the 9<sup>th</sup> #29882 in the amount of \$327.84 totaling \$5901.12.

Date	Invoice #	Amount
7-20-23	29709	\$983.52
7-28-23	29759	\$1,311.36
7-28-23	29772	\$327.84
7-29-23	29783	\$327.84
8-3-23	29799	\$655.68
8-8-23	29827	\$983.52
8-9-23	29850	\$327.84
8-11-23	29868	\$655.68
8-14-23	29882	\$327.84
<b>Total</b>		<b>\$5901-12</b>

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 all nine (9) invoices from the Malden Police Department for a total sum of \$5901.12 for detail coverage at various MHA developments with cost allocated to the AMPS served.

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

Nays: None



**Q. PHILADELPHIA INSURANCE COMPANY**

The Board examined an invoice in the amount of \$5,203 from Philadelphia Insurance Company for MHA's Officers and Directors liability insurance.

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 in the amount of \$5,203 to Philadelphia Insurance Company for renewal of MHA's Officers and Directors liability insurance with payment as determined by the Finance Director.

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

Nays: None

**R. STONEHAM FORD VEHICLE QUOTE**

The Modernization and Procurement Director requested that the Board review vehicle quotes from Stoneham Ford to replace the unrepairable MHA 2004 Ford Explorer, with the 1<sup>st</sup> in the amount of \$31,205 for a Used 2020 Ford Explorer, and the 2<sup>nd</sup> in the amount of \$30,995 for a new 2023 Ford Bronco Sport.

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

VOTED: To Table Stoneham Ford Vehicle Quote to the next Board Meeting on 9-5-23.

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

Nays: None

**4. POLICIES AND CONTRACTS None**

**5. REVIEW OF CHARITABLE REQUESTS**

a.) "Frank Says Hi" Malden Based Scholarship Foundation

The Board reviewed a donation request from the "Frank Says Hi" Malden Based Scholarship Foundation.

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

VOTED: To approve a donation in the amount of \$100.00 from the COCC to the Frank Says Hi Scholarship Foundation.

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

Nays: None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS: None

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

- a) Request for Payment from Drizos Contracting in the amount of \$39,681.50 for work completed on the AMP 1 scattered site window and siding replacement project with cost paid by the CFP
- b) Application for Payment Request #1 in the amount of \$23,625.00 and Request #2 in the amount of \$86, 912.00 from Acme Waterproofing for work completed on the AMP 4 2<sup>nd</sup> floor repair project with cost paid by the CFP
- c) Application for Payment from Deiulis Brothers Construction in the amount of \$102,110.75 for work completed on the Forestdale ModPhase project with payment made by the state program through Cap Hub
- d) Invoice from Socotec in the amount of \$9,150 for completion of design and other work on the Forestdale MoD phase project with payment made by the state program through Cap Hub, and a 2<sup>nd</sup> invoice from Socotec in the amount of \$5,125 for completion of construction administration on the 120 Mountain Ave 2nd floor repair project with payment made by the capital fund
- e) Invoice in the amount of \$649,800 from Homer Contracting for work completed on the AMP 1 window and siding replacement project with cost paid by the CFP
- f) Invoice in the amount of \$11,542.50 from Drizos for work completed on the Scattered Sites Window and siding replacement project with cost paid by the CFP.

8. REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS None

9. OPEN DISCUSSION

a) 2004 Ford Explorer-Donation to Veterans

The Modernization and Procurement Director asked the Board review a request to donate the MHA's unrepairable 2004 Ford Explorer to the Massachusetts Veterans Association.

After due discussion and upon motion duly made Karin Nystrom and seconded by John P.

Matheson, it was unanimously:

VOTED: To approve the donation of MHA's unrepairable 2004 Explorer to the Massachusetts Veterans Association.

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

Nays: None

b) Neil Buckley Obituary

The Board examined the obituary for former Malden Police Chief Neil Buckley and discussed a donation in the amount of \$100.00 in his name to the Alzheimer's Association to acknowledge his office and all that the Malden Police Department does for MHA and our resident families.

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

VOTED: To approve the donation of \$100.00 from the COCC to the Alzheimer's Association in former Malden Police Chief Neil Buckley's memory.

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

Nays: None

c) MHA HUD PHA Annual Plan Approval (MA088v01) for fiscal year October 1, 2023  
(Information only)

ADJOURNMENT

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

VOTED: To Adjourn

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

Nays: None

Adjourned at 9:45 AM

  
Joan M. Chiasson, Secretary