

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The Regular Meeting of the Malden Housing Authority (MHA) was held on September 5, 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, 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, Thomas P. Callaghan, Jr. and Barbara A. Hooley

1. APPROVAL OF MINUTES

The Board reviewed the minutes of August 22, 2023.

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

VOTED: To approve the minutes of August 22, 2023.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS: Not Available yet

3. FINANCIAL MATTERS:

A. Review of MHA's June 2023 Quarterly Consolidated Capital Improvement Cost Submission to EOHLC (Review only)

Joan Chiasson joined the meeting.

B. Review of EOHLC FY2024 Budget Guidelines as detailed in PH Notice 2023-14 (Review only)

C. Presentation and Discussion of Proposed MHA FY2024 Budget (Review only)

D. 13 Rockland Ave FY2024 Lease Renewal

The Executive Director requested that the board correct the renewal of MHA's FY2024 Lease for 13 Rockland Ave with Elliot Community Human Services to revise the rent increase to \$2,857.26/month and to sign and submit Lease renewal documents to all parties for signature.

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

VOTED: To approve correct and the renewal of MHA's FY2024 lease for 13 Rockland Ave with Elliot Community Human Services and revise the rent increase to \$2,857.26/month and authorize the Executive Director to sign and submit Lease renewal documents to all parties for signature

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

Nays: None

E. MHA's Tenants' Accounts Receivable Balances for FY2023 for both Federal and State Public Housing programs

The Board reviewed the itemization of MHA's Tenants' Account Receivable Balances for FY2023 for both federal and state public housing programs.

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

VOTED: To approve and authorize the write off MHA's Tenants' Account Receivable Balances for FY2023 for both federal and state public housing programs.

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

Nays: None

F. HUD FY2024 Small Area Market Rent Payment Standards

The Executive Director requested that the Board review and approve HUD's Published FY2024 Small Area Fair Market Rents (SAFMRs) for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area at 110% by bedroom size as MHA's Section 8 Payments Standards for those communities listed by zip code in the table presented to the Board for review, with payment standards for all other communities in the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area set at 100% by bedroom size, and as MHA's FY2024 Public Housing Flat Rents at 85% by bedroom size; Approval of HUD's FY2024 Published Fair Market Rents for the Lawrence, MA-NH HUD Metro FMR Area at 100% by bedroom size as

MHA's Section 8 Payments Standards; Approval of HUD's FY2024 Published Fair Market Rents for the Lowell, MA HUD Metro FMR Area at 100% by bedroom size as MHA's Section 8 Payments Standards; and Approval of HUD's FY2024 Published Fair Market Rents for the Brockton, MA HUD Metro FMR Area at 100% by bedroom size as MHA's Section 8 Payments Standards; all to be implemented as of November 1, 2023 for new admissions, port-ins and transfers; and to be implemented as of December 1, 2023 for annual recertifications

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

VOTED: To approve HUD's Published FY2024 small market rents (SAFMRS) for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area at 110% by bedroom size as MHA's Section 8 Payments Standards for those communities listed by zip code in the table presented to the Board for review, with payment standards for all other communities in the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area set at 100% by bedroom size, and as MHA's FY2024 Public Housing Flat Rents at 85% by bedroom size; Approval of HUD's FY2024 Published Fair Market Rents for the Lawrence, MA-NH HUD Metro FMR Area at 100% by bedroom size as MHA's Section 8 Payments Standards; Approval of HUD's FY2024 Published Fair Market Rents for the Lowell, MA HUD Metro FMR Area at 100% by bedroom size as MHA's Section 8 Payments Standards; and Approval of HUD's FY2024 Published Fair Market Rents for the Brockton, MA HUD Metro FMR Area at 100% by bedroom size as MHA's Section 8 Payments Standards; all to be implemented as of November 1, 2023 for new admissions, port-ins and transfers; and to be implemented as of December 1, 2023 for annual recertifications.

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

Nays: None

G. DEIULIS BROTHERS CONSTRUCTION Co. Inc. (Deiulis) CHANGE ORDER #12

The Board considered change order request #12 in the amount of \$22,833 from Deiulis for the conversion of natural gas dryers to electric dryers with cost to be paid by the State program through CapHub. The Board had previously approved a change order for the gas conversion with change order #12 correcting the previous vote.

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 change order request #12 in the amount of \$22,833 from Deiulis for the conversion of natural gas dryers to electric dryers with cost to be paid by the State program through Caphub.

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

Nays: None

H. ACME WATERPROOFING Co. Inc. (Acme) ---CHANGE ORDERS (2)

The Board examined two (2) change order requests from Acme on the 120 Mountain Ave 2nd floor repair project, the 1st dated 8/23/2023 in the credit amount of (2,510.34) and the 2nd dated 8/10/2023 in the amount of \$4,895.55 for additional work completed on the project, with the credit to be re-imbursed to and the cost to be paid by the Capital Fund.

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

VOTED: To approve two (2) change order requests from Acme on the 120 Mountain Ave floor repair project. The 1st change order in the credit amount of (2,510.34) and the 2nd dated 8/10/2023 in the amount of \$4,895.55 for additional work completed on the project, with the credit to be re-imbursed to and the 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

I. MEASURABL INC (Measurabl)

The Board scrutinized three (3) invoices from Measurabl, all dated 8/1/2023, the 1st invoice in the amount of \$3,395 for tolerance reports to be paid as allocated on the invoice, the 2nd in the amount of \$4,400 for Energy Benchmarking services with costs to be paid by the AMP's served, and the 3rd in the amount of \$1,160 for Energy Benchmarking services to be paid by the State program 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 payment of the three Invoices from Measurable for tolerance reports and Energy Benchmarking

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

Nays: None

J. EASTERN BANK TRANSFER

The Executive Director presented the Board with a request from the Finance Director to transfer up to \$900.000 from MHA's Investment account with Eastern Bank to the Rockland Trust's MHA's EPC Loan Account to make monthly payments on the loan in FY2024.

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 the Finance Director to transfer up to \$900.00 from MHA's Investment account with Eastern Bank to the Rockland Trust MHA's EPC Loan Account to make monthly payments on the loan for FY2024.

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

Nays: None

K. DEVANEY OIL COMPANY (Devaney)

The Board considered approval to contract with Devaney Oil for supply of home heating oil for MHA's scattered site properties for the upcoming winter of 2023-2024 at the best daily price (\$3.89 per gallon) as determined by the Procurement Director on or after September 5, 2023.

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 to contract with Devaney for supply of home heating oil to heat MHA's scattered site properties for the winter of 2023-2024 at the best price (\$3.89 per gallon) as determined by the Procurement Director on or after September 5, 2023.

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

Nays: None

L. MYSTIC VALLEY ELDER SERVICES INC (MVES)--INVOICE

The Board perused an invoice from MVES in the amount of \$15,564.67 for the provision of onsite Resident Service Coordinator services for the month of July 2023 with costs to be allocated to the AMP's served.

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

VOTED: To approve payment of an invoice from MVES in the amount of \$15,564.67 for the provision of onsite Resident Service Coordinator Services for the month of July with costs allocated to the AMP's served.

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

Nays: None

M. MALDEN POLICE

The Board reviewed three (3) invoices from the Malden Police for detail coverage provided at various MHA properties as follows: 1st #29898 dated 8/18/2023 in the amount of \$327,84; 2nd #29919 dated 8/23/24 in the amount of \$983.52 and the 3rd #29942 dated 8/28/23 in the amount of \$983.52 totaling \$2,294.88 with costs to be paid by the AMP's served.

Invoice	Date	Amount
#29898	8-18-23	\$327.84
#29919	8-23-23	\$983.52
#29942	8-28-23	\$983.52
Total		\$2,294.88

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 three (3) invoices from the Malden Police Department for a total cost of \$2,294.88 for detail coverage at various MHA developments with cost allocated to AMPs served.

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

Nays: None

N. OCCUPANCY DEPARTMENT TEAM BUILDING

The Executive Director presented a request from Occupancy Director, Lisa Martorana, to hold a team building cookout for her staff and all other employees at 630 Salem Street on Tuesday, October 3, 2023, and authorization to use her MHA credit card to purchase food, non-alcoholic drinks, paper goods and utensils for the event to be paid by the COCC.

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 Occupancy Director to hold a team building cookout for her staff and all other employees at 630 Salem Street on Tuesday October 3, 2023 and to use her MHA credit card to purchase food, non-alcoholic drinks, paper goods and utensils for the event to be paid by the COCC.

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

Nays: None

MARK LAWHORNE OFFLINE AT 9:55AM

O. DIANE COHEN

The Board analyzed an invoice in the amount of \$625.00 from Diane Cohen for professional consulting to the Section 8 staff for the month of August with payment to be made by Section 8.

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 authorize payment in the amount of 625.00 to Diane Cohen for professional consulting to the Section 8 staff for the month of August with cost to be paid by Section 8.

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

Nays: None

P. MALDEN TRANS INC.--INVOICE

The Board considered an invoice dated 9/1/2023 in the amount of \$705.00 from Malden Trans Inc. for transportation provided MHA HUD-assisted Public Housing resident families to Malden Mayor Gary Christenson's Annual Summer Barbecue held on 8/24/2023 at Anthony's Malden with cost paid by the COCC. The Executive Director will investigate MHA's payment obligation further.

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 authorize payment in the amount of \$705.00 to Malden Trans Inc. for transportation to MHA Resident Families to Mayor Gary Christenson's Annual Summer Barbecue with cost to be paid by the COCC.

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

Nays: None

Q. YMCA-Invoice

The Board examined an invoice in the amount of \$4,166.67 from the Malden YMCA for the provision of Membership Services to MHA’s HUD-assisted Public Housing families for the month of August with costs to be paid by the COCC.

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 of the invoice from the YMCA, in the amount of \$4,166.67 for the provision of Membership Services to MHA’s HUD assisted Public Housing Families for the month of August with costs to be paid by 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.) Malden Public Safety Day

The Board studied a donation request from Malden Fire Chief of Department, Stephen Froio, in the amount of \$1,750.00 to purchase items to be distributed at a free raffle in support of the “Fifth Annual Malden Public Safety Day” event scheduled for Sunday, October 15, 2023 at Linden Park.

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

VOTED: To approve a donation in the amount of \$1750.00 from the COCC to support the Fifth Annual Malden Public Safety Day.

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

Nays: None

b.) Bread of Life

The Board reviewed a donation request from Bread of Life in support of their Annual Walk on October 1, 2023, at Pine Banks Park.

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

VOTED: To approve a donation in the amount of \$100.00 from the COCC to the Bread of Life Annual Walk.

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

Nays: None

c.) Special Olympics

The Board considered a donation request from the Special Olympics of Massachusetts.

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

VOTED: To approve a donation in the amount of \$100.00 from the COCC to the Special Olympics of Massachusetts.

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

Nays: None

d.) North Shore Hispanic Association

The Board perused a donation request from the North Shore Hispanic Association in support of the 2023 Hispanic Heritage Celebration on 10-7-23.

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

VOTED: To approve a donation in the amount of \$100.00 from the COCC to the North Shore 2023 Hispanic Heritage Celebration.

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

Nays: None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS:

a) Deilulis Brothers Construction-Work under Protest Letter dated 8/14/23-Informational only.

b) NAHRO MONITOR- Informational only.

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

- a) Request from Socotec dated 8/14/2023 in the amount of \$18,998 for completion of design and contract administration on the Forestdale Mod Phase project with payment made by the State Program through CapHub.
- b) Invoice from Southern Cross dated 8/25/23 in the amount of \$43,586.09 for work completed on the MHA's MA DPU MMPO requirements with costs to be paid by Amps 1 and 2.
- c) Application for payment from Jupiter Electric dated 8/21/23 in the amount of \$23,004.49 for work completed on the Springdale Fire Alarm project with payment made by the state program through CapHub.
- d) Application for payment from ACME Waterproofing dated 8/24/2023 in the amount of \$16,252.29 for work completed on the 120 Mountain Ave 2nd Floor repair project with cost to be paid by the CFP.

8. REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS None

9. OPEN DISCUSSION

- a) Reminder of Board Office Elections 1st Meeting in October 10/10/2023
- b) Fire Detector Regulations for Smoke Detectors

ADJOURNMENT

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

VOTED: To Adjourn

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

Nays: None

Adjourned at 10:15 AM


Joan M. Chiasson, Secretary