

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority (MHA) was held on February 13, 2024, 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 role call.

COMMISSIONERS ATTENDING: Karin H. Nystrom

COMMISSIONERS ATTENDING REMOTELY: Joan M. Chiasson, William P. Hurley, Acting Chair, and Mark A. Lawhorne

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

MHA STAFF ATTENDING REMOTELY: Thomas P. Callaghan Jr.

1. APPROVAL OF MINUTES

The Board reviewed the minutes of 1-23-2024.

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

VOTED: To approve the minutes of the 1-23-2024 Board Meeting.

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

Nays: None

2. APPROVAL OF THE BILLS AND SIGNING OF CHECKS-

A.) The Board perused the Section 8 and MRVP Rent Payment Register for the month of January 2024 totaling \$1,569,854.35

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

VOTED: To approve the bills and signing of checks for Section 8 and MRVP for January, 2024

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

Nays: None

B.) The Board studied the Revolving Fund Payment Register for the month of January, 2024 totaling \$1,896,746.86

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

VOTED: To approve the bills and signing of checks for the Revolving Fund for January, 2024.

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

Nays: None

3. FINANCIAL MATTERS

A. LEI REGISTRATION--RESOLUTION No. 2024-01

The Executive Director requested that the Board approve and adopt the Bloomberg LEI Self- Authorization Form be completed and signed by MHA Board Chairperson, Joan M. Chiasson, authorizing the Executive Director, Stephen G. Finn, to submit same to Bloomberg LEI to complete MHA's LEI Registration Renewal submission for 2024 – 2025 and, additionally, for the full term of his employment contract with MHA as referenced above, with renewal cost to be paid by the EPC or COCC.

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

VOTED: To approve and authorize the Executive Director to adopt the Bloomberg LEI Self- Authorization Form be completed and signed by MHA Board Chairperson, Joan M. Chiasson, authorizing the Executive Director, Stephen G. Finn, to submit same to Bloomberg LEI to complete MHA's LEI Registration Renewal submission for 2024 – 2025 and, additionally, for the full term of his employment contract with MHA as referenced above, with renewal cost to be paid by the EPC or COCC.

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

Nays: None

B. GGD CONSULTING SERVICES-Change Order

The Board examined a change order from GGD Consulting Services dated 1/18/2024 in an amount of up to \$28,800.00, along with a 10 percent fee (\$2,800.00) for Michael Kim Architecture, for additional Plumbing/HVAC /Construction Administration Services scope for Suffolk Manor's natural gas to electric residential stove conversion with cost to be paid by the CFP.

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

VOTED: To approve payment of invoice in the amount up to \$28,800.00 from GGD Consulting and \$2,800.00 for Michael Kim Architecture for additional Plumbing/HVAC /Construction Administration Services scope for Suffolk Manor's natural gas to electric residential stove conversion with cost to be paid by the CFP.

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

Nays: None

C. RICOH-Printer

The Board considered a request from the Executive Director for approval to purchase a new printer from Ricoh in the amount of \$3,508.58 (including a service agreement) for MHA's Director of Modernization and Procurement with payment to be determined by the Finance Director.

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

VOTED: To approve the purchase of a printer from Ricoh in the amount of \$3,508.58.

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

Nays: None

D. ERIC WALSH-Secondary Backup

The Board evaluated a request for approval for Maintenance Employee, Eric Walsh, to be added as the secondary back up for after work hour, weekend, and holiday emergency maintenance calls for Mountain Ave and to receive the applicable stipend of \$175.00/month beginning February 1, 2024.

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

Mark A. Lawhorne, it was unanimously:

VOTED: To approve and authorize Eric Walsh as the secondary back up for after work hour, weekend, and holiday emergency maintenance calls for Mountain Ave and to receive the applicable stipend of \$175.00/month beginning February 1, 2024

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

Nays: None

E. MASSACHUSETTS NAHRO INSURANCE GROUP-Workers' Compensation

The Board analyzed invoice #5852 dated 1/31/24 in the amount of \$134,949.00 from Massachusetts Nahro Insurance Group for renewal of MHA's Workmen's Compensation Insurance Coverage for the period 3/27/24 thru 3/27/25 with payment to be made as determined 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 payment of an invoice in the amount of \$134,949.00 from Massachusetts Nahro Insurance Group for renewal of MHA's Workmen's Compensation coverage.

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

Nays: None

F. DELULIS BROTHERS CONSTRUCTION-Change Order

The Board considered a change order request dated 1/18/24 from Delulis Brothers Construction for a time extension of 95 days at no cost for work to be completed on the Forestdale Mod-Phase Project.

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

VOTED: To approve the change order request from Delulis Brothers Construction for a 95 day extension.

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

Nays: None

G. MARCUM ACCOUNTANTS AND ADVISORS-Invoice

The Board examined an invoice from Marcum Accountants and Advisors dated 1/31/2024 in the amount of \$5,800.00 for 25% completion of MHA 2023 Audit with payment to be determined by the Finance Director.

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

VOTED: To approve the invoice in the amount of \$5,800.00 from Marcum Accountants and Advisors.

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

Nays: None

H. W. CALLAHAN EVACUATION-Invoice

The Board studied an invoice dated 2/2/24 in the amount of \$4,000.00 for Electrical Trench Excavation work completed on emergency electrical power repairs at Forestdale with cost to be paid by the 667-1 State Mod Account.

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

VOTED: To approve the payment of \$4,000.00 to W. Callahan Evacuation for Electrical Trench Evacuation work with cost to be paid by the State program through CapHub.

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

Nays: None

I. STANLEY ROOFING-Change Order

The Board studied a change order from Stanley Roofing in the amount of \$2,967.00 dated 2/6/24 for work completed on the existing boiler stack for the 89 Pearl Street Roof Replacement Project with cost to be paid by the CFP.

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

VOTED: To approve the payment of \$2,967.00 to Stanley Roofing for Roof Replacement project at 89 Pearl Street with cost to be paid by the CFP.

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

Nays: None

J. IUVO TECHNOLOGIES-Invoices (2)

The Executive Director requested Approval to pay two (2) invoices from IUVO Technologies for Data AP and Switch Upgrade work. The 1st invoice is in the amount of \$12,679.00 for Datto Networking with hardware purchase with recurring monthly payments in addition to this amount, and the 2nd in the amount of \$18,750.00 for service phase for a total of \$31,429.00 with cost to be paid as determined by the Finance Director.

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

VOTED: To approve the two invoices from IUVO Technologies as listed above totaling \$31,429.00 together with two (2) recurring monthly payments for Data AP and switch upgrade work and for Service Phase with cost to be paid as determined by the Finance Director.

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

Nays: None

K. MALDEN POLICE- INVOICES (7)

The Board analyzed seven (7) invoices from the Malden Police with payments to be allocated to the AMP's served as follows:

Date	Invoice #	Amount
01/22/24	30956	\$655.68
01/23/24	30965	\$327.84
01/24/24	30975	\$655.68
01/30/24	31003	\$983.52
02/05/24	31027	\$1,967.04
02/05/24	31042	\$655.68
02/07/24	31056	\$327.84
TOTAL		\$5,573.28

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

VOTED: To approve and authorize payment of seven (7) invoices as detailed above from the Malden Police Department with a total cost of \$5,573.28 for detail coverage at various MHA developments with cost to be allocated to the AMP's served.

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

Nays: None

4. POLICIES AND CONTRACTS

a) The Board reviewed MHA's EOHLC FY2025 Annual Plan Policy Reaffirmation, Ratification, and Adoption of each of the following policies:

1. Capitalization Policy
2. State Rental Collection Policy
3. State Grievance Policy
4. State Private Conference Policy
5. Procurement Policy
6. Personnel Policy
7. State Program Language Access Plan
8. Fair Housing Marketing Plan
9. Reasonable Accommodation/Modification

It was noted that there were no substantial changes to the documents, but an updated vote is required.

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

VOTED: To approve the reaffirmation, ratification, and adoption of the MHA EOHLC FY2025 Annual Plan policies as listed above.

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

Nays: None

5. REVIEW OF CHARITABLE REQUESTS

a). MALDEN OVERCOMING ADDICTION FUNDRAISER

The Board evaluated a request for a donation to the Malden Overcoming Addiction Bowlathon Fundraiser.

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

VOTED: To approve and authorize a donation to Malden Overcoming Addiction in the amount of \$150 for a bowling team and \$100 donation for the event to be paid from the COCC.

Ayes: Joan M. Chiasson, William P. Hurley, Mark A. Lawhorne, and
Karin H. 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) Invoice from Socotec dated 1/25/24 in the amount of \$2,250.00 for work completed on the Mountain Ave 2nd floor repair project design with cost paid by the CFP.
- b) Invoice from Socotec dated 12/31/24 in the amount of \$2,250.00 for work completed on the 89 Pearl Street roof replacement project with cost paid by the CFP.
- c) Invoice from Socotec dated 12/31/24 in the amount of \$4,161.50 for design work completed on the Forestdale Modphase project with cost paid by the state program Cap Hub.
- d) Invoice from TriVek Architects dated 1/1/2024 in the amount of \$1,250.00 for work completed on the Rockland Ave roof replacement project with cost paid by the state program through CapHub.
- e) Invoice from TriVek Architects dated 1/1/24 in the amount of \$1,200.00 for work completed on the Rockland Ave ADA ramp improvement project with cost paid by the state program through CapHub
- f) Invoice from Socotec dated 10/23/23 in the amount of \$17,025.00 for work completed on the Mountain Ave floor replacement project with cost paid by the CFP.
- g) Invoice from Socotec dated 1/30/23 in the amount of \$975.00 for work completed on the Mountain Ave 2nd Floor replacement project with cost paid by the CFP.
- h) Invoice from Socotec dated 12/22/23 in the amount of \$1,125.00 for work completed on the Mountain Ave 2nd Floor replacement project with cost paid by the CFP.
- i) Invoice from Homer Contracting dated 11/20/23 in the amount of \$267,700.00 for work completed on the AMP 1 window and siding project with cost paid by the CFP.
- j) Application for payment from Deiulis Brothers Construction dated 2/8/24 in the amount of \$230,070.05 with cost paid by the state program through CapHub.

8. **REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS**

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The Board received information on the following:

- a) PHADA'S 2024 Annual Convention & Exhibition June 2nd thru 5th, 2024 New Orleans, LA
- b) NAHRO 2024 Washington Conference April 8th through April 10th, 2024
- c) US Inspection Group onsite HUD NSPIRE Training
- d) Nan McKay onsite HOTMA training

9. OPEN DISCUSSION

- a) The Executive Director confirmed the dates of the upcoming Board Meetings through June, 2024. (the 2nd and 4th Tuesday of each month)
- b) The Executive Director discussed setting dates for the upcoming meetings for MHA's RAB, HUD PHA 5 year plan and EOHLC Annual Plan Public Meetings in May and June. The Board will confer further at the next meeting.

ADJOURNMENT

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

VOTED: To Adjourn

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

Nays: None

Adjourned at 9:15 AM


Karin H. Nystrom, Secretary