

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

The regular meeting of the Malden Housing Authority (MHA) was held on February 27, 2024, at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148. With Commissioners attending remotely, all votes are by role call.

COMMISSIONERS ATTENDING: William P. Hurley, Acting Chair, and Karin H. Nystrom

COMMISSIONERS ATTENDING REMOTELY: Joan M. Chiasson, and Mark A. Lawhorne

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

MHA STAFF ATTENDING REMOTELY: Edward J. Fahey, and Thomas P. Callaghan Jr

**1. APPROVAL OF MINUTES**

**The Board reviewed the minutes of 2-13-24.**

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 minutes of the 2-13-24 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- None**

**3. FINANCIAL MATTERS**

**A. HOMER CONTRACTING-Certificate of Completion**

The Board considered a request for approval and authorization to sign a Certificate of Final Completion dated 2/7/2024 from Homer Contracting for the Amp 1 (Newland) Window and Siding 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 and authorize the Executive Director to sign the Certificate of Final Completion from Homer Contracting for the Amp 1 window and siding project.

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

Nays: None

**B. MASSACHSETTS GROUP INSURANCE COMMISSION (GIC)-Invoice**

The Board examined an invoice dated 2/5/24 in the amount of \$6,814.55 from GIC for FY 2023 administrative expenses with cost as determined by the Finance Director.

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 an invoice from GIC in the amount of \$6,814.55 for FY 2023 administrative expenses with cost as determined by the Finance Director.

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

Nays: None

**C. YMCA-Invoices (3)**

The Board scrutinized three (3) invoices from the Malden YMCA, the 1<sup>st</sup> in the amount of \$4,166.67 for provision of Membership Services to federally assisted resident families for the month of January, 2024 to be paid by the COCC; the 2<sup>nd</sup> in the amount of \$1,984.98 for the provision of After School Program Services at Newland Street for the month of January, 2024; and the 3<sup>rd</sup> in the amount of \$3,272.64 for the provision of After School Program Services at Linden for the month of January, 2024, with the 2<sup>nd</sup> and 3<sup>rd</sup> invoices to be paid by AMP 1.

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

VOTED: To approve the payment of three (3) invoices from the YMCA in the amounts listed above with cost to be allocated as noted.

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

Nays: None

**D.-M. DEIULIS BROTHERS- Change Orders (10)-Agenda Items 3D through 3M**

The Board discussed the cause for the need for change orders and analyzed ten (10) change orders itemized below from Deiulis Brothers Construction for the Forestdale Modphase Project. All costs to be paid from the state program through CapHub.

<b>AGENDA #</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>SERVICES PROVIDED</b>
<b>3D</b>	2/15/24	\$6,822.00	New Electric Sub-Panel Installation
<b>3E</b>	2/15/24	\$19,330.00	Wire Mold Installation
<b>3F</b>	2/15/24	\$7,641.00	Hard Wire Ovens
<b>3G</b>	2/15/24	\$9,203.00	Oven Hood Fan Circuitry
<b>3H</b>	2/15/24	\$5,5055.00	Arc Fault Breakers/Bathrooms
<b>3I</b>	2/15/24	\$3,298.00	Installation Temporary Power Building C
<b>3J</b>	2/15/24	\$19,312.00	Installation of New Entry Door Sills
<b>3K</b>	2/15/24	\$4,453.00	Additional LULU Elevator Cost
<b>3L</b>	2/15/24	\$1,505.00	Drywall Repair Building
<b>3M</b>	2/15/24	\$3,171.00	Arc Fault Breakers Building A Bathrooms

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 ten (10) change orders to the maximum amount as listed above from Deiulis Brothers Construction for the Forestdale ModPhase Project with cost to be paid by the State program through CapHub.

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

**Nays:** None

**N. MKA ARCHITECTURE LLC-Change Order**

The Board examined a change order from MKA Architecture, LLC dated 2/13/24 in the amount of \$7,320.00 for additional architectural design services on the Suffolk Manor residential gas stove electrification project with cost to be paid by the CFP.

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 in the amount of \$8,320.00 from MKA Architecture LLC. for design services on the Suffolk Manor residential gas stove electrification project with cost to be paid by the CFP.

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

Nays: None

**O. STANLEY ROOFING-Change Order**

The Board perused a change order credit dated 2/12/24 in the amount of \$21,438.00 from Stanley Roofing for the reduction in work for the 89 Pearl Street Roof Replacement project with credit to be applied to the 2020 CFP.

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 credit in the amount of \$21,438.00 from Stanley Roofing for the 89 Pearl Street roof replacement project with credit to be applied to the 2020 CFP.

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

Nays: None

**P. MRI-Change Order**

The Board studied a change order dated 2/5/24 in the amount of \$1,000.00 from MRI for five (5) hours of Solution Consultant Services with cost 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 the change order in the amount of \$1,000.00 from MRI. for five (5) hours of Solution Consultant Services with cost as determined by the Finance Director.

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

Nays: None

**Q. HAI GROUP-Training Subscriptions**

The Board evaluated the purchase of an annual training subscription service for up to 99 users from the HAI Group in the amount of \$3,500.00 with cost to be determined by the Finance Director.

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 purchase of an annual training subscription from HAI Group in the amount of \$3,500.00 with cost to be determined by the Finance Director.

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

Nays: None

**R. MALDEN POLICE- INVOICES (4)**

The Board analyzed four (4) invoices from the Malden Police with payments to be allocated to the AMP's served as follows:

Date	Invoice #	Amount
02/09/24	31069	\$327.84
02/12/24	31081	\$655.58
02/15/24	31096	\$983.52
02/20/24	31109	\$1,311.36
<b>TOTAL</b>		<b>\$3,278.40</b>

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

VOTED: To approve and authorize payment of four (4) invoices as detailed above from the Malden Police Department with a total cost of \$3,278.40 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 considered a revision to the Selection of Applicants for Employment section in MHA's Personnel Policy as delineated in the marked-up version presented by the Executive 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 adopt revisions to the Selection of Applicants for Employment section of MHA's Personnel Policy.

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

Nays: None

5. **REVIEW OF CHARITABLE REQUESTS** None

6. **CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS:**

- a) PHADA ADVOCATE

7. **REVIEW OF APPROVED FOR PAYMENT CAPITAL INVOICES, REQUISITIONS FOR PAYMENT AND ALL OTHER APPLICABLE PROJECT DOCUMENTATION (EDIFICATION ONLY)** None

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

9. **OPEN DISCUSSION**

- a) The Board discussed proposed dates for MHA RAB ( 5/21/24 or 5/28/24) and joint HUD Five Year and Annual Plan Public Hearing 6/4 or 11 or 18/2024).

It was agreed as follows::

5/21/24 at 8:30am for the MHA RAB Meeting

6/04/24 at 8:30 am for the HUD Five Year and Annual Plan Public Hearing

- b) Reminder-Mayor's State of the City Address on 3/4/24 at 8am at Anthony's Malden

**ADJOURNMENT**

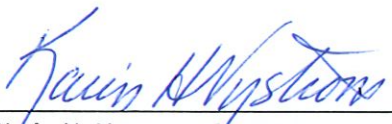
After due discussion and upon motion duly made by Karin H. Nystrom and seconded by Mark A. Lawhorne, it was unanimously:

VOTED: To Adjourn

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

Nays: None

Adjourned at 9:25 AM

  
Karin H. Nystrom, Secretary