

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority (MHA) was held on March 26, 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 roll 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: Thomas P. Callaghan Jr.

1. APPROVAL OF MINUTES

The Board reviewed the minutes of 3-12-24.

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 3-12-24 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. DEIULIS BROTHERS CONSTRUCTION—Change Order

The Board examined a change order from Deiulis Brothers Construction dated 3/14/2024 in the amount of \$7,193.92 for installation of new electric sub panels in units for the Forestdale ModPhase project with cost to be paid by the state program through CapHub.

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 payment of change order proposal from Deiulis Brothers Construction in the amount of \$7,193.92 for installation of new electric sub panels in units 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

B. DEIULIS BROTHERS CONSTRUCTION—Change Order

The Board reviewed a change order from Deiulis Brothers Construction dated 3/14/2024 in the amount of up to \$20,239.41 for installation of new entry door sills for the Forestdale ModPhase project with cost to be paid by the state program through CapHub.

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 change order proposal from Deiulis Brothers Construction in the amount of up to \$20,239.41 for installation of new entry door sills 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

C. DEIULIS BROTHERS CONSTRUCTION—Change Order

The Board analyzed a change order from Deiulis Brothers Construction dated 2/16/2024 in the amount of up to \$1,728.63 for Building A drywall repair for the Forestdale ModPhase project with cost to be paid by the state program through CapHub.

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

VOTED: To approve and authorize payment of change order proposal from Deiulis Brothers Construction in the amount of up to \$1,728.63 for Building A drywall repair for the Forestdale ModPhase project 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

D. DEIULIS BROTHERS CONSTRUCTION—Change Order

The Board evaluated a change order from Deiulis Brothers Construction dated 2/16/2024 in the amount of \$3,170.31 for installation of Arc fault breakers in Building A bathrooms for the Forestdale ModPhase project with cost to be paid by the state program through CapHub.

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 payment of change order proposal from Deiulis Brothers Construction in the amount of \$3,170.31 for installation of Arc fault breakers in Building A bathrooms 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

E. DEIULIS BROTHERS CONSTRUCTION—Change Order

The Board studied a change order from Deiulis Brothers Construction dated 2/16/2024 in the amount of \$4,457.10 for increased LULA Elevator cost for the Forestdale ModPhase project with cost to be paid by the state program through CapHub.

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

VOTED: To approve and authorize payment of change order proposal from Deiulis Brothers Construction in the amount of \$4,457.10 for increased LULA Elevator cost 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

F. DEIULIS BROTHERS CONSTRUCTION—Change Order

The Board reviewed a Change Order from Deiulis Brothers Construction dated 2/15/2024 in the amount of \$3,297.96 for installation of temporary power to Building C for the Forestdale ModPhase project with cost to be paid by the state program through CapHub.

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 change order proposal from Deiulis Brothers Construction in the amount of \$3,297.96 for installation of temporary power to Building C 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

G. DEIULIS BROTHERS CONSTRUCTION—Change Order

The Board examined a change order from Deiulis Brothers Construction dated 2/16/2024 in the amount of \$5,054.16 for installation of Arc fault breakers for the bathrooms in Building C as part of the ModPhase project with cost to be paid through the state through CapHub.

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 payment of change order proposal from Deiulis Brothers Construction in the amount of \$5,054.16 for installation of Arc fault breakers for the bathrooms in Building C as part of the ModPhase project with cost to be paid through the state through CapHub.

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

Nays: None

H. DEIULIS BROTHERS CONSTRUCTION—Change Order

The Board considered a change order from Deiulis Brothers Construction dated 2/16/2024 in the amount of \$9,201.57 for installation of oven hood fan circuitry in Building C as part of the ModPhase project with cost to be paid through the state program through CapHub.

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

VOTED: To approve and authorize payment of change order proposal from Deiulis Brothers Construction in the amount of \$9,201.57 for installation of oven hood fan circuitry in Building C as part of the ModPhase project with cost to be paid through the state program through CapHub.

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

Nays: None

I. DEIULIS BROTHERS CONSTRUCTION—Change Order

The Board analyzed a change order from Deiulis Brothers construction dated 2/16/2024 in the amount of \$7,640.55 to hard wire ovens and install new breakers in Building C units as part of the ModPhase project with cost to be paid through the state program through CapHub.

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 change order proposal from Deiulis Brothers Construction in the amount of \$7,640.55 to hard wire ovens and install new breakers in Building C units as part of the ModPhase project with cost to be paid through the state program through CapHub.

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

Nays: None

J. MYSTIC VALLEY ELDER SERVICES (MVES)—Invoice

The Board studied an invoice dated 3/15/24 in the amount of \$16,438.95 from MVES for the provision of onsite Resident Service Coordinator services at AMP's 2,4,5 and 6 for the month of February, 2024 with cost to be paid by the AMP's served.

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 invoice in the amount of \$16,438.95 from Mystic Valley Elder Services for Resident Service Coordinator services for the month of February, 2024 with cost to be paid by the AMP's served.

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

Nays: None

K. YMCA—Invoices

The Board perused two (2) invoices each dated 2/29/2024 from the YMCA, the 1st in the amount of \$1,911.03 for the provision of After School Program Services at Newland Street for the month of February and the 2nd in the amount of \$3,303.46 for the provision of After School Program Services at Linden for the month of February totaling \$5,214.49 with costs to be paid by AMP 1.

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 two (2) invoices from the YMCA as detailed above with cost to be paid by AMP 1.

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

Nays: None

L. T-MOBILE—Contract

The Board evaluated a request from the Executive Director for acceptance and approval to pay T-Mobile's Quote of \$18,208.80 to extend the Company's Service Contract with MHA for 24 months while also upgrading 25 current iPhones to the iPhone 13, a model more compatible with MHA's HAB/MRI workorder software used by our public housing administrative and maintenance staff so they can be more efficient and productive, at no cost unless we cancel T-Mobile's service within the 24 month term of our extension with cost to be paid as determined by the Finance Director.

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

VOTED: To approve and authorize payment to T-Mobile in the amount of \$18,208.80 to extend service contract with MHA as detailed above.

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

Nays: None

M. MALDEN POLICE -- Invoices

The Board evaluated three (3) invoices from the Malden Police with payments to be allocated to the AMP's served as follows:

| Date | Invoice # | Amount |
|--------------|-----------|-------------------|
| 3/7/24 | 31179 | \$1,311.36 |
| 3/13/24 | 31200 | \$1,311.36 |
| 3/20/24 | 31225 | \$1,639.20 |
| | | |
| TOTAL | | \$4,261.92 |

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

VOTED: To approve and authorize payment of three (3) invoices from the Malden Police totaling \$4,261.92 with cost to be paid by 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 Executive Director requested that the Adoption of Revisions to both MHA's Admissions and Continued Occupancy Policy (ACOP) and Section 8 HCV Administrative Plan to adopt all required and programmatically identical discretionary HOTMA and all NSPIRE revisions contained in each current version of Nan McKay's Model ACOP and Section 8 HCV Administrative Plan with the most material revisions made to Chapters 3, 6, 7, 8 and 13 of MHA's ACOP and Chapters 3, 6, 7, 8 and 12 of MHA's Administrative Plan with respective implementation dates to be the date of Board Adoption of each policy remain on the table to the Meeting on 4/9/24.

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

VOTED: To table action on the adoption of revisions to both MHA's ACOP and Section 8 HCV Administrative Plan to next Board Meeting.

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

Nays: None

5. REVIEW OF CHARITABLE REQUESTS

- a) The Board considered a request from Malden Overcoming Addiction for a donation to Comedy Night being held on Thursday, May 9, 2024.

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

VOTED: To approve a donation in the amount of \$125.00 to Malden Overcoming Addiction.

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

Nays: None

- b) The Board reviewed a request from Malden High School Alumni for a donation to the Hall of Fame Banquet on Friday May 3, 2024.

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

VOTED: To approve a donation to Malden High School Alumni in the amount of \$125.00.

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

Nays: 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)

- a) Owner Contract Agreement from Talty Floors Inc. in the amount of \$16,175.00 for the 14 Clement Street Floor Replacement Project.
- b) Application of payment from Deiulis Brothers Construction dated 3/12/24 in the amount of \$526,816.00 for work on the Forestdale ModPhase project paid by the state through CapHub.

8. REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS

- a) The Board reviewed a request from the Massachusetts Union of Public Housing Tenants for MHA to purchase an ad in their Spring Conference and Lobby Day program book May 19th and 20th, 2024-Marriott Marlborough, MA.

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 purchase of a full-page ad in the amount of \$125.00 in the Massachusetts Union of Public Housing Tenants Spring Conference program book.

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

Nays: None

- b) NEAHMA 2024 Maintenance Conference May 14, 2024, Foxborough, MA (11 MHA attendees with hotel, travel, and eligible cost reimbursement (Information only)).

9. **OPEN DISCUSSION**

- a) Confirmation of Public Hearing Date of June 4, 2024, at 8:30am with notice of Public Hearing to be advertised in the Malden Advocate.
- b) Procure Round-trip Transportation from 630 Salem Street for Mass Nahro's Legislative Day at the State House, Wednesday, April 24, 2024

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

VOTED: To authorize procurement and payment of round-trip transportation from 630 Salem Street to Mass Nahro's Legislative Day at the State House on Wednesday, April 24, 2024.

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

Nays: None

- c) Donation from the Adelaide Breed Bayrd Foundation in the amount \$68,000.00 to Agassiz Village in support of their Summer Camp Program for Malden Children Ages 8 through 17. (Information only)
- d) The Commonwealth of Massachusetts Department of Labor Minimum wage rates, effective 4-1-24. (information only)

ADJOURNMENT

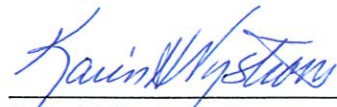
After due discussion and upon motion duly made by Karin H. Nystrom and seconded by Joan M. Chiasson, it was unanimously:

VOTED: To Adjourn

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

Nays: None

Adjourned at 9:30 AM



Karin H. Nystrom, Secretary