

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

The regular meeting of the Malden Housing Authority (MHA) was held on April 9, 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: Joan M. Chiasson, and Karin H. Nystrom

COMMISSIONERS ATTENDING REMOTELY: Mark A. Lawhorne and William P. Hurley

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 3-26-24.**

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

VOTED: To approve the minutes of the 3-26-24 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**

**A.) The Board perused the Section 8 and MRVP Rent Payment Register for the month of March, 2024 totaling \$1,600,885.01**

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 bills and signing of checks for Section 8 and MRVP for March, 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 March, 2024 totaling \$1,104,132.40**

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

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

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

Nays: None

**3. FINANCIAL MATTERS**

**A. DEIULIS BROTHERS CONSTRUCTION--Change Order**

The Board examined a change order from Deiulis Brothers Construction dated 2/29/24 in the amount of up to \$7,194.00 for drywall to be infilled around electric panel tubs in 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 William P. Hurley 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 up to \$7,194.00 for drywall to be infilled around electric panel tubs in 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

**B. DEIULIS BROTHERS CONSTRUCTION--Change Order**

The Board reviewed a change order from Deiulis Brothers Construction dated 4/4/24 in the amount of up to \$7,672.14 to hardwire ovens in 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 William P. Hurley, it was unanimously:

VOTED: To approve and authorize payment of change order proposal from Deiulis Brothers Construction in the amount of up to \$7,672.14 to hardwire ovens in

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

**C. STATE CAPITAL IMPROVEMENT PLAN--BOARD RESOLUTION 2024-03**

The Director of Modernization and Procurement discussed the MHA's EOHLC FY2025 Capital Improvement Plan with the Board and informed that same must be adopted and submitted prior to MHA's EOHLC FY2025 Annual Plan.

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

RESOLVED AND VOTED: To approve the adoption and submission of MHA'S EOHLC FY2025 Capital Improvement Plan.

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

Nays: None

**D. MARCUM ACCOUNTANTS AND ADVISORS—Invoice**

The Board evaluated an invoice from Marcum Accountants and Advisors dated 3/31/24 in the amount of \$5,800.00 for MHA FY2023 Federal Audit with cost to be paid as determined by the Finance Director.

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

VOTED: To approve and authorize payment of invoice from Marcum Accountants and Advisors in the amount of \$5,800.00 for MHA FY2023 Audit with cost to be paid as determined by the Finance Director

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

Nays: None

**E. SUFFOLK MANOR RESIDENT ASSOCIATION—Request**

The Executive Director requested approval to spend up to \$1,000.00 to purchase an electronic, mechanical or television software program bingo machine for the Suffolk Manor Resident's Association with cost to be paid by the COCC.

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

VOTED: To approve and authorize payment of up to \$1,000.00 to purchase an electronic, mechanical or television software program bingo machine for the Suffolk Manor Resident's Association with cost to be paid by the COCC.

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

Nays: None

**F. MASSACHUSETTS GROUP INSURANCE COMMISSION (GIC)—INVOICE**

The Board studied three (3) invoices for Quarter 3 (January thru March 2024 each dated 3/25/2024 from MA GIC (Group Insurance Commission) for health insurance, the 1<sup>st</sup> in the amount of \$237,836.71 for employees, the 2<sup>nd</sup> in the amount of \$63,997.71 for retirees and the 3<sup>rd</sup> in the amount of \$3,424.32 for survivors for a total of \$305,258.74 with cost as allocated by the Finance Director.

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

VOTED: To approve and authorize payment of three (3) invoices for Quarter 3 (January thru March 2024) from MA GIC (Massachusetts Group Insurance Commission) for employees, retirees and survivors health insurance as noted above for a total of \$305,258.74 with cost as allocated by the Finance Director.

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

Nays: None

**G. HUD—FY2024 Income Limits**

The Executive Director requested that the Board approve and adopt HUD's published FY2024 income limits for all applicable housing programs to be implemented immediately.

After due discussion and upon motion duly made by William P. Hurley and seconded by Karin H. Nystrom, it was unanimously:

VOTED: To approve and authorize adoption of HUD's published FY2024 income limits for all applicable housing programs to be implemented immediately.

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

Nays: None

#### H. MALDEN POLICE -- Invoices

The Board evaluated two (2) invoices from the Malden Police with payments to be allocated to the AMP's served as follows:

Date	Invoice #	Amount
3/25/24	31244	\$604.20
3/29/24	31280	\$1,967.04
<b>TOTAL</b>		<b>\$2,571.24</b>

After due discussion and upon motion duly made by William P. Hurley and seconded by Karin H. Nystrom, it was unanimously:

VOTED: To approve and authorize payment of two (2) invoices from the Malden Police totaling \$2,571.24 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 presented a draft revision and requested the Board to approve and adopt a Personnel Policy revision of Section 1-M Condolence Recognition of Deceased Current/Former Employees and Deceased Immediate Family Members of Current Employees with the addition of Commissioners. In the event of the death of a current or former MHA Commissioner or employee, the Executive Director shall have the discretion to determine if either a funeral arrangement or charitable donation in the Commissioner's or employees name in the amount of \$100.00 will be made. Additionally, the MHA will make a donation in the amount of \$50.00 in the name of a current or former MHA Commissioner's or employees deceased immediate family member to the charity designated by the Commissioner's or employee's family. As defined above, a Commissioner's or employee's immediate family, shall consist of the employee's father, mother, sister, brother, husband, wife, son, daughter,

stepparent/children, mother-in-law, or father-in-law. Should the family fail to designate a charity, the Finance Director will make the donation to a default reputable charity designated by him/her.

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 adopt revision to personnel policy Section 1-M as highlighted in yellow above.

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

Nays: None

- b) The Executive Director requested the Board to approve and adopt a change to MHA Section 8 HCV Administrative Plan and ACOP on designation hearing officers.

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

VOTED: To approve and adopt changes to MHA Section 8 HCV Administrative Plan and ACOP on designation of hearing officers.

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

Nays: None

- c) The Executive Director requested 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, 11 and 12 of MHA's ACOP and Chapters 3,4, 6, 7, 9 and 13 of MHA's Administrative Plan with respective Implementation Dates to be the date of Board Adoption of each policy.

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

VOTED: To approve the adoption of revisions to both MHA's ACOP and Section 8 HCV Administrative Plan as detailed above.

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 for a donation in the amount of \$50.00 in memory of Ann Matheson, (former Commissioner John Matheson's mother).

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

VOTED: To approve a donation in the amount of \$50.00 in memory of Ann Matheson.

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

Nays: None

- b) The Board reviewed a request in the amount of \$50.00 in memory of Ellis "Al" Rushton (Former HR Director Linda Silva's Father).

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

VOTED: To approve a donation in the amount of \$50.00 in memory of Ellis "Al" Rushton.

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) Owner Contract Agreement from Talty Floors Inc. in the amount of \$16,175.00 for the 14 Clement Street Floor Replacement Project.
- b) Socotec Invoice in the amount of \$375.00 for 120 Mountain Ave Gymsum Plank Deck Repairs.



8. REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS

- a) NERC/NAHRO Annual Conference June 16<sup>th</sup> through 19<sup>th</sup> Omni Mount Washington Resort, Bretton Woods, NH.

9. OPEN DISCUSSION

- a) Confirmation of Board Member Attendees to Legislative Day at the State House on 4/24/24.
- b) Board Member Training Deadline 4-15-24.

ADJOURNMENT

After due discussion and upon motion duly made by Karin H. Nystrom and seconded by William P. Hurley, 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