

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, September 14, 2021 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA

COMMISSIONERS ATTENDING: Joan M. Chiasson, Chairperson, Mark A. Lawhorne, William P. Hurley and John P. Matheson

MHA STAFF ATTENDING: Stephen G. Finn, Thomas P. Callaghan, Jr. Edward J. Fahey and Deborah A. Lungo

1. APPROVAL OF MINUTES OF AUGUST 24, 2021

The minutes of the meeting of August 24, 2021 were reviewed by the Board.

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 minutes of August 24, 2021.

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

Nays: None

2. APPROVAL OF CHECKS AND SIGNING OF BILLS

The Board reviewed the Massachusetts Rental Voucher Program ("MRVP") and Section 8 payments for the month of August, 2021 totaling \$1,337,943.61 and the Revolving Fund Payments for the month of August, 2021 totaling \$426,990.86.

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 month of August 2021

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

Nays: None

3. FINANCIAL MATTERS

A. MHA FY 2022 OPERATING BUDGET AND BOARD RESOLUTION 2021-06

The Executive Director discussed MHA's proposed FY 2022 Operating Budget and related U.S. Department of Housing and Urban Development ("HUD") Approved Operating Budget Board Resolution form HUD-52574 with the Board. The proposed Budget provides all MHA employees, except the Executive Director, with a 3% wage increase, with 9 employees receiving an 8% increase due to being recognized by their Supervisors for their work. The Executive Director requested the Board to approve an adopt MHA's FY 2022 Operating Budget, authorize the

Chairperson to Execute HUD Form-52574 and further authorize the Executive Director to submit the signed form to HUD, as required.

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

RESOLVED AND VOTED: **Resolution No. 2021-06** That MHA's Operating Budget for the Fiscal Year 2022 beginning October 1, 2021 be approved and adopted as proposed and that the Chairperson be authorized to execute form HUD-52574 to memorialize such approval and, further, that the Executive Director be authorized to submit the signed form to HUD, as required.

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

Nays: None

B. CBI CONSULTING/SOCOTEC INVOICES - (2)

The Board considered two invoices from CBI Consulting/Socotec, the 1st invoice in the amount of \$280 for completed work on the Springdale roof project and the 2nd in the amount of \$1,856.25 for work completed on the 630 Salem Street Building envelope project.

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

VOTED: To approve payment of two invoices in the amount of \$280 for work completed on the Springdale Roof project and to submit to DHCD for processing through the CapHub system, and the second in the amount of \$1,856.25 for work completed on the 630 building envelope project with payment from the capital fund.

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

Nays: None

C. CARPET/FLOORING REPLACEMENT PROPOSAL

The Board studied the results of a Bid for Proposal of replacing/refinishing carpet and floors. Bids were as follows:

Metro Flooring	Carpet Replacement	\$3.25 s/f
Mass Floors	Tile	\$7.95 s/f Tile
Mass Floors	Cove Base	\$2.50 Cove Base Toe
Mass Floors	Cove Base Toeless	\$2.35 s/f
Artisan & Son	Hardwood Floor Finish	\$8.99 s/f

To authorize the Executive Director to enter into a one-year contract with each company at each bid price with MHA having the right to extend an additional four consecutive one-year terms at its sole discretion.

After due discussion and upon motion duly made by William P. Hurley and seconded by John P. Matheson, it was unanimously

VOTED: To accept the bids for the flooring replacement of carpet, tile, and floor finishing of hardwood and authorize the Executive Director to execute contracts with each Company.

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

Nays: None

D. WPI CONTRUCTION – INVOICES (2)

The Board was presented with two invoices from WPI Construction to review, one in the amount of \$980,100 and the second invoice the amount of \$108,900 for work completed on the AMP 1 Roof Replacement project at Newland Street with payment made from the capital fund.

After due discussion and upon motion duly made by William P. Hurley and seconded by John P. Matheson, it was unanimously

VOTED: To approve payment of the 1st invoice in the amount of \$980,100 and the 2nd invoice in the amount of \$108,900 for the roof replacement Project at AMP 1 with payment made from the capital fund.

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

Nays: None

E. ALPHA CONTRACTING

The Board was presented an invoice in the amount of \$262,00 for the Springdale Door and Window replacement project. For information only at this time.

F. MYSTIC VALLEY ELDER SERVICES- INVOICE

The Board examined an invoice from Mystic Valley Elder Services for their onsite Resident Service Coordinator provided to our development residents in the amount of \$16,246.35 for the month of July 2021.

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 invoice from Mystic Valley Elder Services in the amount of \$16, 246.35 for the month of July, 2021.

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

Nays: None

G. SG RISK MANAGEMENT – INVOICE

The Board considered an invoice from SG Risk Management in the amount of \$760.00 for consultation on renewing the insurance policies.

After due discussion and upon motion duly made by William P. Hurley and seconded by John P. Matheson, it was unanimously

VOTED: To approve the invoice from SG Risk Management in the amount of \$760.00 for consultation and representation of insurance interests.

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

Nays: None

H. PHILADELPHIA INDEMNITY INSURANCE COMPANY – INVOICE

The Board perused a flood insurance invoice for the property located at 87-93 Plainfield Avenue in the amount of \$2,481 for the upcoming year.

After due discussion and upon motion duly made by John P. Matheson and seconded by William P. Hurley, it was unanimously

VOTED: To approve the invoice from Philadelphia Insurance in the amount of \$2,481 for flood insurance coverage.

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

Nays: None

I. U.S. INSPECTION GROUP- INVOICES (3)

The Board reviewed three (3) invoices from the U.S. Inspection Group for public housing inspections as follows:

Date:	Invoice #	Amount
10/1/2021	234996	\$2,912.00
10/1/2021	234997	\$1,400.00
10/1/2021	234998	<u>\$1,722.00</u>
	Total	\$6,034.00

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 three invoices totaling \$6,034.00 from the U.S. Inspection Group for annual HUD Public Housing inspections.

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

Nays: None

J. MALDEN POLICE DEPARTMENT – INVOICES (8)

The Board examined eight (8) invoices totaling \$6,525.04 from the Malden Police Department for police details completed at 120 Mountain Avenue, 89 Pearl Street, 312 Bryant Street and 630 Salem Street as follows:

Dated	Invoice #	Amount
8/25/21	25296	\$ 598.32
8/26/21	25328	2,063.60
8/27/21	25368	589.60
9/07/21	25396	897.48
9/08/21	25416	598.32
9/08/21	25429	884.40
9/08/21	25439	294.80
9/09/21	25443	<u>598.32</u>
	Total	\$6,525.04

After due discussion and motion duly made by John P. Matheson and seconded by William P. Hurley, it was unanimously

VOTED: To pay eight invoices from the Malden Police Department in the amount of \$6,525.04 for details at 4 developments

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

Nays: None

K. RICOH REQUEST FOR DATA EXPORT

The Board reviewed a data export service request form from Ricoh. The Executive Director explained that this will be for the pre-migration preparation for MHA documentation.

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

VOTED: To approve and authorize the Executive Director to sign the Ricoh form.

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

Nays: None

L. VACATED TENANT BALANCE (“VTB”)

The Executive Director offered at VTB of federal and state public housing Tenant Account Receivable Vacated Tenant Balances in the total amount of \$17,889.27, as described below:

State 667	\$ 4,046.92
AMP 1	3,905.00
AMP 2	272.00
AMP 3	4,311.35
AMP 4	568.00
AMP 5	3,961.00
<u>AMP 6</u>	<u>825.00</u>
TOTAL	\$17,889.27

After due discussion and upon motion duly made by William P. Hurley and seconded by John P. Matheson, it was unanimously

VOTED: To approve and authorize write-offs of all federal and state public housing Tenant Account Receivable Vacated Tenant Balances in the total amount of \$17,889.27.

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

Nays: None

M. TRANSFER OF FUNDS –LOAN PAYMENT

The Executive Director explained the need to transfer \$825,000 from Eastern Bank to East Boston Savings Bank to cover payments in FY2022 for MHA’s Energy Performance Contract (EPC) Loan.

After due discussion and upon motion duly made by William P. Hurley and seconded by John P. Matheson, it was unanimously

VOTED: To approve the requested transfer of \$825,000 from Eastern bank to the East Boston Savings Bank to cover all FY 2022 EPC Loan payments.

Ayes: Joan M. Chiasson, Mark A. Lawhorne, William P. Hurley and John P. Matheson
Nays: None

4. POLICIES AND CONTRACTS

A. MHA's LIMITED ENGLISH PROFICIENCY

The Board studied the Limited English Proficiency Plan that was presented to them along with the revisions included therein and documents related thereto.

After due discussion and upon motion duly made by William P. Hurley and seconded by John P. Matheson, it was unanimously

VOTED: To approve and adopt the revision to the MHA's Limited English Proficiency (LEP) Plan and related documentation to be implemented immediately.

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

Nays: None

B. MHA's ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)

The Board analyzed a policy revision presented by the Executive Director from a Nan McKay Model of the ACOP Policy.

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

VOTED: To approve, adopt and incorporate all Nan McKay Model ACOP revisions into MHA's ACOP Policy to be implemented immediately.

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

Nays: None

5. REVIEW OF CHARITABLE REQUEST

A. MALDEN FIRE DEPARTMENT

The Board reviewed a request from the Malden Fire Department for their Public Safety Day

After due discussion and upon motion duly made by John P. Matheson and seconded by William P. Hurley, it was unanimously

VOTED: To donate up to \$1000 for the event from the COCC

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

Nays: None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS

A. BASICS OF BEING A HOUSING AGENCY COMMISSIONER

The flyer was reviewed and no other action was taken.

7. OPEN DISCUSSION

None

ADJOURNMENT

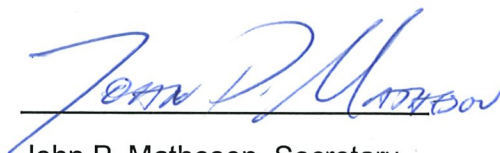
After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 9:34 AM

A handwritten signature in blue ink, reading "John P. Matheson", is written over a horizontal line.

John P. Matheson, Secretary

SEAL