

REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority (“MHA”) was held on January 25, 2022 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA.

COMMISSIONERS ATTENDING: Joan M. Chiasson and William P. Hurley
ATTENDING VIRTUALLY: Mark A. Lawhorne and John P. Matheson
MHA STAFF ATTENDING Stephen G. Finn, Edward J. Fahey and Deborah A. Lungo
MHA STAFF ATTENDING
VIRTUALLY: Thomas P. Callaghan. Esq.

1. APPROVAL OF MINUTES OF DECEMBER 14, 2021

A. The minutes of December 14, 2021 Meeting were presented to the Board for their consideration.

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the minutes of December 14, 2021.

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

Nays: None

B. APPROVAL OF MINUTES OF JANUARY 11, 2022

The minutes of January 11, 2022 meeting were viewed by the Board.

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the minutes of January 11, 2022

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

Nays: None

2. BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks.

No further action was necessary.

3. FINANCIAL MATTERS

A. MHA ANNUAL REPORT TO THE CITY OF MALDEN

The Executive Director transmitted MHA's 2022 Annual report to the Board for its review and approval to be submitted to the Mayor, City Council and DHCD.

After Due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize MHA's 2022 Annual Report and all Commissioners to sign same, and to further authorize the Executive Director to submit the Report to the City as required.

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

Nays: None

B. REQUEST FOR PROPOSAL ("RFP")—SINGLE ACT AUDIT AND AUP SERVICES

A memo from Edward Fahey dated January 18, 2022 detailing the bid for the provision of Audit and AUP Services for a five (5) year term was presented to the Board. Bid proposal results were as follows:

Requested bids from:	Clifton Larson Allen LLP	NR
	PWXPress	NR
	Marcum LLP	151,050.00

The Executive Director noted that Marcum LLP was determined to be the most responsive and responsible respondent and requested the Board award Marcum the bid in the amount of \$151,050 on MHA's Single Act Audit and AUP Services and authorize the Executive Director to enter into a five year contract with Marcum for the provision of such services.

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

VOTED: To award the bid to Marcum LLP in the amount of \$151,050 on MHA's Single Act Audit and AUP Services and authorize the Executive Director to sign a five (5) year contract with the Company for the provision of such services.

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

Nays: None

C. CIVIC PLUS WEBMASTER ANNUAL HOSTING SERVICES

The Board reviewed a change order from Civic Plus to add annual webmaster services to the company's annual hosting services contract with MHA, bringing the total annual cost up to \$4,300, with the option in MHA, in its sole discretion to extend up to four (4) additional consecutive one-year terms, for a total five-year contract cost of \$21,500.

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 change order to add annual Webmaster services to the company's annual Hosting Services contract for an annual total of \$4,300 and a five year cost of \$21,500 and authorize the Executive Director's execution of the change order.

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

Nays: None

**D. COMMONWEALTH OF MASSACHUSETTS—GROUP INSURANCE COMMISSION
("GIC") – INVOICES (3)**

Three (3) invoices dated December 25, 2021 for the period October 1, 2021 through December 31, 2021 from GIC for health insurance premiums was considered by the Board:

Survivors	\$ 4,317.78
Retirees	\$ 57,235.57
Employees	<u>\$ 203,129.97</u>
	\$ 264,683.32

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 payment to MA GIC for health insurance premiums in the total sum of \$264,683.32 for the period October 1, 2021 to December 31, 2021.

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

Nays: None

E. WATERFIELD DESIGN GROUP - INVOICE

The Board reviewed an invoice in the amount of \$152 from the Waterfield Design Group for design oversight of radar analysis to be completed on the property known and numbered as #69 - #75 Coleman Street/Linden.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve an invoice in the amount of \$152 for the radar analysis for #69 - #75 Coleman Street to be paid by AMP 1.

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

Nays: None

F. RICOH USA, INC. – CHANGE ORDER

The Board considered a change order to the Ricoh contract for rental of one (1) additional printer for use by MHA's Federal Public Housing staff at 89 Pearl Street and to pay the additional rental charge of \$41.80 per month from AMP 6.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve the change order and authorize the Executive Director to sign same increasing the Ricoh contract in the amount of \$41.80 per month with the increase cost to be paid by AMP 6.

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

Nays: None

G. YMCA – INVOICES (3)

Three invoices from the YMCA were presented to the Board, two for the provision of after school programming at Linden, in the sum of \$1,875.01, and Newland, in the sum of \$1,851.85, with the 3rd in the sum of \$4,166.67 for the provision of Y memberships to federal families for the month of December, 2021.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment in the amounts of \$1,875.01 and \$1,851.85 for the Y's Linden and Newland After School Programs and \$4,166.67 for Federal Family Y Memberships for the month of December, 2021.

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

Nays: None

H. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICE

The Board analyzed an invoice from SG Risk dated January 11, 2022 in the amount of \$356.25 for risk management consulting services.

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

VOTED: To approve and authorize payment to SG Risk in the amount of \$356.25 for insurance consulting services with cost to be paid as designated on the invoice.

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

Nays: None

I. MALDEN POLICE DEPARTMENT – INVOICES (7)

Seven (7) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, 89 Pearl Street, and 312 Bryant Street were perused by the Board:

<u>DATED:</u>	<u>INVOICE</u>	<u>AMOUNT</u>
1/03/2022	26071	\$ 1,548.15
1/03/2022	26092	1,238.52
1/11/2022	26108	619.26
1/11/2022	26116	309.63
1/14/2022	26131	2,477.04
1/18/2022	26149	1,238.52
1/19/2022	26158	309.63
		<u>\$7,740.75</u>

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

VOTED: To approve and authorize payment to the Malden Police Department for detail patrols in the total sum of \$7,740.75 with cost to be paid by the AMP’s served.

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

Nays: None

4. POLICIES AND CONTRACTS

To revise Paragraph (m) of the MHA’s Current Personnel Policy to read as follows:

m. Condolence Recognition of Deceased Current/Former Commissioners and Employees, and Deceased Immediate Family Members of Current/Former Commissioners and Employees.

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 employee’s name in the amount of \$100 will be made.

Additionally, the MHA will make a donation in the amount of \$50 in the name of a current or former MHA Commissioner or employee's 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 father, mother, sister, brother, husband, wife, son, daughter, step parent/children, mother-in law or father-in law.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve the change and Adopt the Personnel Policy as proposed.

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

Nays: None

5. REVIEW OF CHARITABLE REQUESTS

None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS

A. MALDEN CHAMBER OF COMMERCE DOWNTOWN BANNER

7. OPEN DISCUSSION

That the MHA make a \$50 charitable donation in the name of Richard "Dick" Purcell, late husband of former MHA Commissioner, Barbara Purcell.

ADJOURNMENT

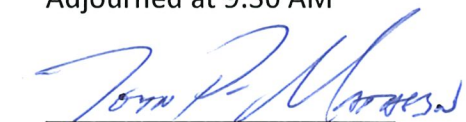
After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously

VOTED: To adjourn.

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

Nays: None

Adjourned at 9:30 AM


John P. Matheson, Secretary