

REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority (“MHA”) was held on March 8, 2022 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148

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

1. APPROVAL OF MINUTES OF FEBRUARY 22, 2022

The minutes of February 22, 2022 Meeting were presented to the Board for their consideration.

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 minutes of February 22, 2022.

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

Nays: None

2. BILLS AND SIGNING OF CHECKS

The Board studied the Massachusetts Rental Voucher Program (“MRVP”) and Section 8 payments for the month of February, 2022 totaling \$1,366,538.00 and Revolving Fund payments totaling \$769,096.79.

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

VOTED: To approve the bills and signing of checks for February 2022.

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

Nays: None

3. FINANCIAL MATTERS

A. FAIR HOUSING TRAINING – ADMINISTRATIVE STAFF

The Board analyzed a quote from Manette Donovan, Esq. in the amount of \$2,500 for Administrative Staff for a virtual Fair Housing training on VAWA, Reasonable Accommodations and Limited English Proficiency.

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

VOTED: To approve Administrative Staff Training with costs to be allocated against either the CFP for frontline staff or each attending employee's program cost center if not frontline.

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

Nays: None

B. FAIR HOUSING TRAINING—MAINTENANCE STAFF

The Board studied a quote from Manette Donovan, Esq. in the amount of \$5000 to conduct a Fair Housing including VAWA, Reasonable Accommodations and Limited English Proficiency for MHA Maintenance Staff.

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

VOTED: To approve Maintenance Staff Fair Housing training with costs allocated against the CFP for frontline staff or each attending employee's program cost center if not frontline.

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

Nays: None

C. NAN MCKAY AND ASSOCIATES-- IVOICE

The Board considered an invoice from Nan McKay in the amount of \$478 for updates of the Company's Model ACOP and Administrative Plan upon which MHA's such policies are based 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 John P. Matheson, it was unanimously

VOTED: To approve the invoice in the amount of \$478 to Nan McKay for the updates of the Model Administrative Plan and the ACOP Policies.

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

Nays: None

D. MALDEN POLICE DEPARTMENT-INVOICES (5)

The Board scrutinized five (5) invoices from the Malden Police Department for police details at 630 Salem Street, 312 Bryant Street, 120 Mountain Avenue, 557 Pleasant Street and 89 Pearl Street are as follows:

<u>DATED</u>	<u>INVOICE</u>	<u>AMOUNT</u>
3/04/22	26337	\$ 619.26
02/22/22	26352	928.89
2/28/22	26372	1,625.56
2/28/22	26385	309.63
3/01/22	26395	<u>309.63</u>
	<u>TOTAL</u>	<u>\$3,764.82</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 the five (5) Malden Police invoices totaling \$3,764.82 for details already provided with costs allocated against the AMP's served.

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

Nays: None

E. NAHRO TRAINING ROSS/FSS PROGRAM

The Board was presented with a flyer from NAHRO pertaining to a training for the FSS/ROSS program for a cost of \$195 per attendee.

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

VOTED: To approve MHA ROSS and FSS program staff Gail Neibaur, Maryse Clairzier and Valencia Barere to attend NAHRO's FSS Program Committee training, with each attendee's cost allocated against the relevant program.

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

Nays: None

F. JAMES M. HENNESSEY- INVOICE

The Board reviewed an invoice in the amount of \$1,710 from James M. Hennessey for the conduct of Section 8 hearings.

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

VOTED: To approve the invoice from James M. Hennessey in the amount of \$1,710 to be paid by section 8.

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

Nays: None

G. UNITED ELEVATOR- PROPOSAL

The Board examined a revision of the quote from United Elevator for the 89 Pearl Street Elevator Modernization Project to increase same by \$44,204 due to the increases in organized labor and mechanical part costs and Authorize the Executive Director to sign a contract with the Company in that amount with payment to be made by the CFP.

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

VOTED: To Revise and Increase Untied Elevator's Quote on the 89 Pearl Street Elevator Modernization Project in the amount of \$44,204 and Authorize the Executive Director to sign the contract with the company in that amount of with payments made by the Capital Fund.

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

Nays: None

4. POLICIES AND CONTRACTS

None

5. REVIEW OF CHARITABLE REQUESTS

a) Request for the purchase of a Program Book Ad by the Malden High School Alumni Association, Inc. in support of the Hall of Fame Banquet.

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

VOTED: To purchase a full-page ad in the program book for the Hall of Fame Banquet in the amount of \$100 to be paid by the COCC.

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

Nays: None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS

None

7. OPEN DISCUSSION

a) The Board discussed the MassNAHRO 2022 Annual Conference at the Seacrest Hotel in Falmouth, MA May 22-25, 2022.

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 purchase of a full-page Ad in the MassNAHRO Conference Program Book and to further approve the Conference attendance of Commissioners and staff with MHA paying all eligible Conference costs inclusive of registration, hotel, travel and meal per diem.

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

Nays: None

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 8:50 AM


John P. Matheson, Secretary