

REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, ("MHA") was held on April 12, 2022 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148

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

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

1. APPROVAL OF MINUTES OF MARCH 22, 2022

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

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 minutes of March 22, 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 none.

3. FINANCIAL MATTERS

A. MONTHLY FINANCIAL STATEMENTS

The Board reviewed MHA's Monthly Financial Statements for the month ending January, 2022.

No further action was necessary.

B. REQUEST FOR APPROVAL TO USE MHA'S CREDIT CARD

The Executive Director received approval via email poll sent to the Board on March 22, 2022 requesting approval to use MHA's corporate credit card to purchase pizza, water and gratuity in the amount of \$157.23 for a reception for MHA Director of Occupancy, Linda Ferullo, who is retiring on April 1, 2022.

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

VOTED: To confirm the poll approval to allow the Executive Director to use MHA's corporate credit card to pay for an employee reception in honor of retiring Occupancy Director, Linda Ferullo, in the amount of \$157.23.

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

Nays: None

C. ALPHA CONTRACTING –INVOICES (2)

The Board studied two invoices from Alpha Contracting, one in the amount of \$120,954 for the payment of work completed on MHA's Springdale window and exterior entry door replacement project, and the other in the amount of \$4,267 as reimbursement for the building permit to undertake the work.

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 two invoices in the amount of \$120,954 and \$4,267 to Alpha Contracting for work completed and building permit issued on the Springdale window and door replacement project and authorization for the Executive Director to submit same to CapHub for processing.

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

Nays: None

D. PROJECT DOG INC – INVOICE

The Board analyzed an invoice from Project Dog, Inc. in the amount of \$795 for e-Bidding services related to MHA's Newland Street Fire HAIG Insurance Claim.

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 payment of \$795 to Project Dog, Inc. to be paid by the insurer or AMP 1, to be determined.

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

Nays: None

E. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC") – INVOICE

An invoice from MA GIC dated April 1, 2022 for MHA's share of GIC Administrative Expense in the sum of \$5,371. FY 2021 was perused by the Board.

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 payment in the sum of \$5,371 to MA GIC for MHA's share of administrative expenses.

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

Nays: None

F. JAMES M. HENNESSEY—INVOICE

The Board was presented with an invoice dated April 4, 2022 from James M. Hennessey in the amount of \$2,430 for conducting one (1) federal public housing hearing and two (2) section 8 formal review sessions.

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 pay the invoice from James M. Hennessey in the sum of \$2,430 for the conduct of Hearing and Formal Review sessions with the cost to be paid by federal public housing and section 8.

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

Nays: None

G. MALDEN POLICE DEPARTMENT – INVOICES (6)

The Board examined six (6) Malden Police Department invoices for police details at 630 Salem Street, 557 Pleasant Street, Suffolk Manor and 89 Pearl Street, as follows:

<u>DATED</u>	<u>INVOICE #</u>	<u>AMOUNT</u>
3/21/22	26541	\$ 928.89
3/21/22	26551	309.63
3/23/22	26566	309.63
3/24/22	26579	309.63
3/25/22	26594	309.63
26614	26614	<u>309.63</u>
	TOTAL	<u>\$2,477.04</u>

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

VOTED: To approve payment to the Malden Police Department in the total sum of \$2,477.04 with cost allocated to the AMP's served.

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

Nays: None

H. MANETTE DONOVAN – INVOICE

The Board studied a change order increasing the quote from Manette Donovan for her assistance in completing MHA's Language Access Plan by a range of \$1,750 to \$2,625 for additional services and authorization for MHA to issue a Task Order up to the amount of \$5,125 for this work.

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

VOTED: To Authorize and Approve the Change Order from Manette Donovan for additional professional assistance in completing MHA's Language Access Plan by a range of \$1,750 to \$2,625 up to the amount of \$5,125 in total.

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

Nays: None

I. INCREASE IN SALARY

The Board considered a request from the Executive Director to increase the salary of new Occupancy and Tenant Selection Director, Lisa Martorana who is replacing former Director Linda Ferullo, who retired on April 1, 2022.

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

VOTED: To approve and authorize the increase in salary from \$60,410 to \$70,410 for Lisa Martorana as new Director of Occupancy and Tenant Selection effective as of April 4, 2022.

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

Nays: None

J. COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION (“GIC”) – INVOICES (3)

Three (3) invoices dated March 25, 2022 for the period January 2022 through March 2023 from MA GIC for various health insurance premiums were scrutinized by the Board:

Employees	\$ 204,182.77
Retirees	54,297.32
Survivors	<u>3576.22</u>
	<u>\$ 262,056.31</u>

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 \$262,056.31 for the period January 2022 through March 2023

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

Nays: None

4. POLICIES AND CONTRACTS

None

5. REVIEWS OF CHARITABLE REQUESTS

Request for donation from the Bread of life.

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 a donation in the sum of \$100 from the COCC to the Bread of Life

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

Nays: None

6. CORRESPONDENCE, PUBLICATIONS ND COMMUNICATIONS:

a. DISCUSSION OF HUD FHEO'S VOLUNTARY COMPLIANCE AGREEMENT

The Board discussed MHA's receipt of HUD FHEO's Voluntary Compliance Agreement (VCA) issued following a program compliance audit of MHA's operations.

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

VOTED: To direct MHA's Attorney and Executive Director to further revise the VCA received from HUD, particularly Provision B of same, to include adding the City of Chelsea, MA as an MHA Local Preference Community through the upcoming Annual PHA Plan process in place of the perceived onerous and expensive wait list

audit requirement requested by FHEO, together with other de minimis, ministerial revisions, and to authorize the Executive Director to sign that version of the VCA, return the signed version to HUD FHEO, and continue negotiations if FHEO does not accept MHA's proposed revision.

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

Nays: None

b. DISCUSSION OF EXIT LETTER FROM MA DEPARTMENT OF PUBLIC UTILITIES

The Board discussed an Exit Letter received from the MA Department of Public Utilities.

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

VOTED: To direct MHA's Attorney and Executive Director to create and submit MHA's Official Response to the MA DPU's Exit Letter within thirty (30) days of the date of same.

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

Nays: None

c. NAHRO's NATIONAL CONFERENCE

The Executive Director informed the Board that NAHRO had scheduled their National Conference for San Diego from September 21 to September 25, 2022.

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

VOTED: To authorize and approve Commissioners and staff to attend the NAHRO National Conference with all eligible registration, travel, attendance, hotel and meal cost being paid by MHA.

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

Nays: None

04/12/2022

d. **PRESENTATION OF STAFF CONTACT DIRECTORY**

No further action.

7. **OPEN DISCUSSION**

a. Other

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 9:43 AM



John P. Matheson