

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, May 11, 2021 at 5:05 PM through teleconference based on the Governor's Order on assemblage due to COVID-19.

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

MHA STAFF ATTENDING: Stephen G. Finn, Ed Fahey and Thomas P. Callaghan, Jr.

1. APPROVAL OF MINUTES OF APRIL 27, 2021

The minutes of the meeting of April 27, 2021 were scrutinized by the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley it was unanimously

VOTED: To approve the minutes of the April 27, 2021 meeting as submitted.

Ayes: Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the Massachusetts Rental Voucher Program ("MRVP") and Section 8 payments for the month of April 2021 totaling \$1,334,687.73 and the Revolving Fund payments for the month of April 2021 totaling \$470,176.20

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

VOTED: To approve the bills and signing of checks for April 2021.

Ayes: Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

3. FINANCIAL MATTERS

A. MHA FY 2022 PUBLIC HOUSING AUTHORITY ANNUAL PLAN ("ANNUAL PLAN") WITH PROPOSED 2022 CAPITAL FUND PROGRAM ANNUAL STATEMENT AND 2021-2025 FIVE YEAR CAPITAL PLAN

The Executive Director provided MHA's FY 2022 Annual Plan with proposed 2022 Capital Fund Program Annual Statement and 2021-2025 Five year Capital Plan scheduled for

hearing at the May 25, 2021 Resident Advisory Board meeting. The Executive Director explained there may be changes prior to any vote, but will keep the Board informed.

No further action was necessary at this time.

B. MHA BANKING – REQUEST FOR PROPOSAL (“RFP”)

A memo from Edward Fahey, the Modernization and Procurement Director transmitted a bid proposal from Eastern Bank to perform banking and other financial services on behalf of MHA, pursuant to the RFP.

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

VOTED: To accept the bid proposal from Eastern Bank as the most responsive and responsible bid for MHA’s banking and other financial services and authorize the Executive Director to execute a five (5) year contract with Eastern Bank. MHA has reserved the right to terminate said contract in its sole discretion at any time.

Ayes: Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

C. MHA’S ENERGY MANAGEMENT AND CONSULTING SERVICES – RFP

The Board received a RFP for energy management and consulting services from SourceOne, Inc. Edward Fahey recommended SourceOne, Inc. as the most responsive and responsible bidder.

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

VOTED: To approve and authorize the Executive Director to enter into a five (5) year contract with SourceOne, Inc. for energy management and consulting services as the most responsive and responsible bidder. MHA has reserved the right to terminate said contract in its sole discretion at any time.

Ayes: Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

D. FURNITURE MOVING SERVICES – RFP

Ed Fahey presented a memorandum dated May 6, 2016 with one bid in response to the RFP for Indefinite Quantity Furniture Moving Services. Mr. Fahey recommended Diamond Relocation, Inc. as the most responsive and responsible bidder with costs starting at \$516 for a one bedroom.

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

VOTED: To approve and authorize the award to Diamond Relocation as the most responsive and responsible bidder and authorize the Executive Director to award the contract to Diamond Relocation. MHA has reserved the right to terminate said contract in its sole discretion at any time.

Ayes: Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

E. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (“DHCD”) – PUBLIC HOUSING NOTICE 2021-6

Public Housing Notice 2021-6 from DHCD dated March 3, 2021 was considered by the Board. The Executive Director recommended adopting the revised income limits and fair market rents as specified in the Notice.

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

VOTED: To approve and authorize MHA to adopt income limits by family size and fair market rents by bedroom size for state-aided public housing in accordance with DHCD’s Notice 2021-6, effective April 1, 2021.

Ayes: Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

F. TASK ORDER FOR FIRE AND SMOKE DETECTOR SYSTEM –SUFFOLK MANOR

The Board analyzed a quote dated February 19, 2021 from American Service Company for the acquisition and installation of a new fire alarm and smoke detector system at Suffolk Manor for the sum of \$146,720.

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

VOTED: To approve and authorize the Executive Director to contract with American Service Company for the acquisition and installation of a new fire alarm and smoke detector system at Suffolk Manor to be paid with Capital Funds.

Ayes: Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

G. CIVIC PLUS – INVOICE

An invoice dated January 28, 2021 from CivicPlus for web-design, implementation and hosting management of MHA's new website in the total sum of \$12,500 was perused by the Board.

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

VOTED: To approve and authorize payment to CivicPlus for web-design and implementation in the sum of \$10,000 and standard annual maintenance of MHA's website in the sum of \$2,500 with payment to be determined by the Finance Director.

Ayes: Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

H. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICES (2)

The Board examined two (2) invoices dated April 1, 2021 in the sum of \$498.75 and dated May 3, 2021 in the sum of \$878.75 from SG Risk for risk management and insurance consulting services.

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

VOTED: To approve and authorize payment to SG Risk in sums of \$498.75 and \$878.75 for consulting services with costs to be allocated to the AMP's served.

Ayes: Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

I. MYSTIC VALLEY ELDER SERVICES – ("MVES") – INVOICE

An invoice dated April 30, 2021 from MVES for the month of March 2021 in the sum of \$16,248.34 for resident service coordinators at various Federal developments was scrutinized by the Board.

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

VOTED: To approve and authorize payment to MVES in the sum of \$16,248.34 to be allocated to the Federal AMP's served.

Ayes: Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

Mark A. Lawhorne joined the meeting.

J. MALDEN POLICE DEPARTMENT – INVOICES (3)

The Board reviewed three (3) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, Suffolk Manor and 89 Pearl Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
04/21/21	24483	\$ 1,581.90
04/22/21	24519	263.65
04/29/21	24554	1,081.35
	TOTAL	<u>\$2,926.90</u>

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 to the Malden Police Department in the total sum of \$2,926.90 as appropriate from the AMP's served.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

K. CBI CONSULTING INC. ("CBI") – INVOICES (3)

Three (3) invoices from CBI for engineering consulting services were considered by the Board as follows:

<u>Dated</u>	<u>Development</u>	<u>Amount</u>	<u>Services</u>
04/20/21	Newland & Coleman Streets	\$1,393.50	Contract administration and design
04/19/21	Springdale	1,215.20	Construction administration and design
04/19/21	630 Salem	<u>1,562.50</u>	Balcony repair services
		<u>\$4,171.20</u>	TOTAL

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment in the total sum of \$4,171.20 with the 1st invoice to be paid by the capital fund, the 2nd to be submitted to DHCD for processing, and the 3rd to be paid by the capital fund or as otherwise determined by MHA prior to making payment.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

4. **POLICIES AND CONTRACTS**

None

5. **CHARITABLE REQUESTS**

None

6. **CORRESPONDENCE AND NEWSLETTERS**

- National Association of Housing and Redevelopment Officials – Massachusetts Chapter (“Mass/NAHRO”) – Flyer for the 2021 Annual Conference to be held in Falmouth from September 19-22 (previously voted)

7. **OPEN DISCUSSION**

The Executive Director reminded the Board of the upcoming Resident Advisory Board meeting scheduled for May 25, 2021 and reminded the Commissioners to review the proposed MHA FY 2022 DHCD and Annual Plan.

No further action was necessary.

ADJOURNMENT

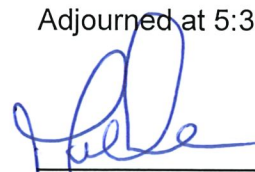
After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Molis, it was unanimously

VOTED: To adjourn.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

Adjourned at 5:38 PM



Mark A. Lawhorne, Secretary
SEAL