

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, ("MHA") was held on May 31, 2022 at 10:05 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

COMMISSIONERS ATTENDING: Mark A. Lawhorne and William P. Hurley and John P. Matheson

COMMISSIONERS ATTENDING REMOTELY: Joan M. Chiasson

MHA STAFF: Stephen G. Finn, Edward J. Fahey and Deborah A. Lungo

MHA STAFF ABSENT: Thomas P. Callaghan, Esq.

1. APPROVAL OF MINUTES

There were no minutes presented at this time.

2. BILLS AND SIGNING OF CHECKS

A. The Board reviewed the Section 8 and MA Rental Voucher Program payments for the month of April, 2022 totaling \$1,385,140 and the Revolving Fund payments totaling \$523,472.29.

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 bills and signing of checks for the month of April 2022.

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

Nays: None

3. FINANCIAL MATTERS

A. FINANCIAL STATEMENT FOR MARCH 2022

The Board perused the Comparative Financials for March 2022.

No further action was taken.

B. MHA 2022 HUD CAPITAL FUND GRANT AWARD

The Board studied HUD's 2022 Capital Fund Grant Award to MHA in the amount of \$3,739,733 and related Five Year Capital Action Plan for 2022 – 2026.

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 the Executive Director to accept HUD's 2022 MHA CFP Award and Submit MHA's 2022 – 2026 Five Year Capital Plan and 2022 CFP Annual Statement in HUD's EPIC electronic reporting system

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

Nays: None

C. BCM CONTROLS PROPOSAL—(6) SIX

The Board examined four (4) annual service agreement proposals and two (2) equipment proposals from BCM Controls as follows:

1. Suffolk Manor Service Agreement Renewal	\$ 9,019.00
2. Salem Street Service Agreement Renewal	15,603.80
3. Mountain Ave Service Agreement Renewal	14,885.80
4. Pearl Street Service Agreement Renewal	9,329.80
5. Salem Street Additional Equipment	12,748.95
6. Forestdale Security Additional Equipment	<u>1,410.54</u>
TOTAL	<u>\$62,997.89</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 of the four (4) proposals for renewal of annual service contracts at four (4) AMPs and two (2) new equipment acquisition and installation contracts with cost allocated to each AMP served and the State Program.

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

Nays: None

D. AMERICAN SERVICE COMPANY- INVOICE

The Board studied an invoice in the amount of \$12,855 for work completed on the Suffolk Manor Fire Alarm Upgrade project.

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

VOTED: To approve payment of the invoice in the amount of \$12,855 for work completed on the AMP 2 Fire Alarm upgrade project with cost paid by the Capital Fund.

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

Nays: None

E. ALPHA CONTRACTING CHANGE ORDER

The Board scrutinized a change order from Alpha Contracting dated May 20, 2022 in the amount of \$13,330.03 on the Springdale Door and Window Replacement project.

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 the change order and make payment to Alpha Contracting in the amount of \$13,330.03 for the Springdale Door and Window replacement project, which shall be submitted to DHCD for reimbursement.

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

Nays: None

F. MKA ARCHITECTURE- CHANGE ORDER

The Board analyzed a change order from MKA Architecture, dated May 23, 2022, in the amount of \$3,000 for the rebidding of the Newland Street fire repair project and authorized payment for the same with insurance proceeds.

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 the change order from MKA Architecture in the amount of \$3,000 and to pay the same from insurance proceeds.

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

Nays: None

G. MKA ARCHITECTURE—INVOICE

The Board considered an invoice from MKA Architecture, dated May 9, 2022, in the amount of \$11,000 for design work completed on the Newland Street Fire Restoration project.

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

VOTED: To approve payment of the invoice in the amount of \$11,000 for design work completed on the Newland Street Fire Restoration project to be paid from insurance proceeds.

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

Nays: None

H. SOCOTEC AE CONSULTING, LLC – INVOICE

The Board examined an invoice in the amount of \$8,260, dated March 25, 2022, from Socotec AE Consulting for completion of design work on the Forestdale ModPhase project.

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

VOTED: To approve and authorize payment of \$8,260 to Socotec and to submit same to CAP HUB for processing

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

Nays: None

I. DIAMOND RELOCATION, INC—INVOICE

The Board considered an invoice dated May 11, 2022 from Diamond Relocation, Inc. in the amount of \$1,255 for tenant relocation in the Springdale window and door replacement project.

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 Diamond Relocation in the amount of \$1,255 to be paid from the State Program.

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

Nays: None

J. BULLETPROOF SOLUTIONS CHANGE ORDER

A change order dated May 6, 2022 in the amount of \$1,845 from Bulletproof Solutions was examined by the Board for Teams meeting service provided in the 630 library and monthly cyber security training.

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 change order in the amount of \$1,845 for monthly Cybersecurity training and Teams Meeting service and authorize the Finance Director to allocate this cost against all benefitted programs.

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

Nays: None

**K. COMMONWEALTH OF MASSACHUSETTS—
GROUP INSURANCE COMMISSION (“GIC”) – INVOICES (3)**

The Board analyzed three (3) invoices dated May 23, 2022 for the period of April—June 2022 from MA GIC for health insurance premiums as follows:

Survivors	\$ 4,387.86
Retirees	55,312.74
Employees	<u>215,750.89</u>
Total	<u>\$275,451.49</u>

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 to GIC for health insurance premiums in the total sum of \$275,451.49 for the period April – June 2022 with payment to be determined by MHA’s Finance Director.

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

Nays: None

L. YMCA INVOICES (3)

The Board scrutinized three (3) invoices from the Malden YMCA as follows:

Date	Amount	Reason
5/19/2022	\$4,166.67	Membership
4/30/2022	2,089.11	Newland After School
4/30/2022	2,914.33	Linden After School

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

VOTED: To pay the three (3) YMCA invoices as follows: 1.) federal family memberships for the month of April in the amount of \$4,166.67, to be paid by the COCC, 2.) After School programming services at Linden in the amount of \$2,914.33, to be paid by AMP 1 and 3.) After School programming services at Newland in the amount of \$2,089.11, to be paid by AMP 1.

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

Nays: None

M. SG RISK MANAGEMENT – INVOICE

The Board considered an invoice from SG Risk Management dated May 10, 2022 in the amount of \$546.25 for the provision of insurance consulting services for the month of April.

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 SG Risk Management in the amount of \$546.25 for insurance consulting services with payment to be made by the COCC and those AMPS designated on the invoice.

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

Nays: None

N. MALDEN POLICE DEPARTMENT—INVOICES (9)

The Board reviewed nine (9) invoices from the Malden Police as follows:

DATE	INVOICE #	AMOUNT
04/26/22	26800	\$ 1,238.52
05/09/22	26899	619.26
05/10/22	26919	619.26
05/11/22	26924	309.63
05/12/22	26945	309.63
05/17/22	26961	928.89
05/18/22	26981	309.63
05/19/22	26991	309.63
05/24/22	27005	<u>309.63</u>
	<u>TOTAL</u>	<u>\$4,954.08</u>

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

VOTED: To approve payment to the Malden Police in the sum of \$4,954.08 with cost to be paid by the AMPs served.

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

Nays: None

4. POLICIES AND CONTRACTS**A. AHAP AND HAP CONTRACT BID AWARD**

The Board reviewed the bid response of the First Church in Malden Homes, Inc. to request to award a minimum of thirteen (13) and up to a maximum of twenty (20) project-based vouchers to the Company to assist their property known as the Heritage, 195 Pleasant Street, Malden, and the Executive Director's further request for authorization to sign a HAP contract with the Company.

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 bid as the most responsive and responsible and award the First Church in Malden Homes, Inc. a minimum of 13 and up to a maximum of 20 project-based vouchers to assist The Heritage and authorize the Executive Director to sign the HAP contract with the Company.

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

Nays: None

B. MHA DHCD REASONABLE ACCOMMODATION AND MODIFICATION OF POLICY

The Board reviewed the MHA's State Public Housing Program Reasonable Accommodation and Modification Policy and the Executive Director's request to adopt the same for inclusion in MHA's upcoming FY2023 DHCD Annual Plan submission process.

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 adopt the MHA's DHCD Reasonable Accommodation and Modification Policy and include the same in MHA's FY2023 DHCD Annual Plan process submission

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) Newsletter from NAHRO MONITOR

7. OPEN DISCUSSION

None

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 11:05 AM


John P. Matheson, Secretary