

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 5, 2021 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA.

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

1. APPROVAL OF MINUTES OF SEPTEMBER 14, 2021 and SEPTEMBER 23, 2021

The minutes of the two (2) meetings in September were reviewed by the Board.

After due discussion and upon motion duly made John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve the minutes of September 14 and 23, 2021.

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

Nays: None

2. BILLS and SIGNING CHECKS

There are no bills or signing of checks.

3. FINANCIAL MATTERS

A. ALPHA CONTRACTING ASSOCIATES, INC. (Alpha)

The Board examined a review from Blackstone Architects on the window and door replacement for Springdale 667-2 project bids with a recommendation of Alpha as the lowest bidder. There were issues with Alpha, but DHCD has determined Alpha eligible as the lowest bidder.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by John P. Matheson, it was unanimously

VOTED: To approve Alpha as the most responsive and responsible bidder for the window and door replacement at Springdale in the sum of \$262,000 and authorize the Executive Director to contract and submit the documentation to CapHub for processing.

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

Nays: None

B. ALLOWANCE FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES

The Board reviewed the U.S. Department of Housing and Urban Development's (HUD) Allowance for Tenant-Furnished Utilities and Other Services dated October 1, 2021 itemized by bedroom size.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by seconded by John P. Matheson, it was unanimously

VOTED: To approve and adopt HUD's Allowance for Tenant-Furnished Utilities and Other Services effective October 1, 2021 by bedroom size for MHA's FY 2022 Section 8 and public housing program administration.

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

Nays: None

C. PUBLIC HOUSING AUTHORITIES DIRECTORS ASSOCIATION (PHADA)- INVOICE

The analyzed an invoice from PHADA on in the amount of \$3,805.00 for MHA's annual dues to this association starting November 1, 2021.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve payment to PHADA in the amount of \$3,805 for the annual dues.

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

Nays: None

D. MALDEN POLICE DEPARTMENT- INVOICES (4)

The Board examined four (4) invoices totaling \$3,559.40 from the Malden Police Department for details completed at 120 Mountain Avenue, 89 Pearl Street, 630 Salem Street and Suffolk Manor Bryant Street as follows:

Dated:	Invoice #	Amount
9/20/21	25494	\$ 299.16
9/20/21	25505	598.32
9/28/21	25519	598.32
9/29/21	25535	<u>2,063.60</u>
	Total	\$3,559.40

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To pay 4 invoices from the Malden Police Department in the amount of \$3,559.40 for details with costs allocated to the AMPs served

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

Nays: None

E. HOUSING AUTHORITY INSURANCE GROUP ("HAI GROUP") – INVOICES (4)

Four (4) Invoices from HAI Group for HUD required insurance policies for federal-assisted properties covering the period October 1, 2021 to October 1, 2022 were considered by the Board as follows:

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Insurance Coverage</u>	<u>Amount</u>
10/22/21	HP00109493	Commercial Property & Equipment Breakdown	\$309,435
10/22/21	HP00109510	Automobile Liability and Physical Damage	34,936
10/22/21	HG00111624	Commercial Liability, Pesticide and Mold	66,400
10/24/21	HG00111638	Excess Automobile Liability	<u>8,012</u>
		Total Due	\$418,783

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to HAI Group in the total sum of \$418,783 for HUD required insurance coverage as detailed above.

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

Nays: None

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

An invoice dated October 1, 2021 from SG Risk in the sum of \$1,520 for risk management and consulting services was examined by the Board.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to SG Risk in the sum of \$1,520 for consulting services with payment allocated against AMP's served and/or the Central Office Cost Center ("COCC").

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

Nays: None

G. DIANE COHEN – INVOICE

An invoice from Diane Cohen dated October 3, 2021 in the amount of \$875 for various consulting services provided to MHA staff was considered by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by John P. Matheson, it was unanimously

VOTED: To approve payment in the amount of \$875 to Diane Cohen for consulting services to be paid by the COCC with costs allocated to the programs served

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

Nays: None

H. MYSTIC VALLEY ELDER SERVICES "MVES" INVOICE

The Board analyzed an invoice from MVES dated September 30, 2021 for the month of August 2021 in the sum of \$15,735.91 for Resident Service Coordinators at the various Federal Developments.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to MVES in the sum of \$15,735.91 with costs allocated to the AMPs served.

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

Nays: None

I. MICHAEL KIM ASSOCIATES (KIM) – INVOICE

Th Board considered an invoice September 17, 2021 from Michael Kim Associates for contract administration on the roof replacement work at the Newland Street Development in the sum of \$10,350.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by John P. Matheson, it was unanimously

VOTED: To approve and authorize payment of \$10,350 to Michael Kim Associates for contract administration on the Newland Street roof replacement project.

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

Nays: None

J. 557 PLEASANT CLUB REQUEST

The Board perused a letter dated September 21, 2021 from the 557 Pleasant Street Club seeking financial contributions from MHA for various club events and activities.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve a payment of \$2,500 to the 557 Pleasant Street Club for club-related activities from the COCC.

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

Nays: None

4. POLICIES AND CONTRACTS

6. CHARITABLE REQUESTS

A. MHA'S HOLIDAY OUTREACH PROGRAM

The Board received an update of the amount collected from MHA employees for wearing blue jeans on Fridays with the monies being donated to needy MHA families at the holidays..

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize a contribution of \$2,000 from the COCC to the MHA's Outreach Program.

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

Nays: None

B. CHEVERUS CATHOLIC 5TH ANNUAL GALA

The Board scrutinized an invitation to the Cheverus Catholic School's 5th Annual Gala.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve payment of \$75 for a one-half page ad in the program book to be paid from the COCC.

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

Nays: None

6. **REVIEW OF CORRESPONDENCE, NEWSLETTERS, PUBLICATIONS AND COMMUNICATIONS**

A. **MALDEN CHAMBER OF COMMERCE**

A flyer for A NIGHT AT THE ZOO

B. Thank you form Bread of Life.

7. **OPEN DISCUSSION**

ELECTION OF NEW OFFICERS 2021 – 2022

The Executive Director suggested to the Board that the first meeting in October was the customary time for the election of officers.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by John P. Matheson, it was unanimously

VOTED: To elect a slate of officers as follows:

Mark A. Lawhorne	Chairperson:
William P. Hurley	Vice Chairperson
John P. Matheson	Secretary
Joan M. Chiasson	Treasurer
Vacant	Assistant Treasurer

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

Nay: None

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: John M. Chiasson, Mark A. Lawhorne and John P. Matheson

Nays: None

10/05/21

Adjourned at 9:07 AM



John P. Matheson, Secretary