

## MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday September 23, 2021 at 8:30AM at the office of the Authority, 630 Salem Street, Malden, MA

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

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

1. **APPROVAL OF MINUTES**

None were available.

2. **APPROVAL OF CHECKS AND SIGNING OF BILLS**

None were available

3. **FINANCIAL MATTERS**

A. **REVISION OF MHA's FY 2022 OPERATING BUDGET**

The Board reviewed the revision of the Operating Budget to comply with DHCD's published Budget Guidelines which limit the increase in MHA's Annual Non-Utility Expense Level (ANUEL) to 4%.

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

VOTED: To approve the revision of the Operating Budget to comply with DHCD's Guidelines which limits the increase in MHA's Annual Non- Utility Expense Level.

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

Nays: None

B. **LEASE AGREEMENT WITH ELIOT COMMUNITY SERVICES AND MHA**

The Board reviewed the lease agreement on MHA's 689 program to renew and extend at 13 Rockland Avenue property with Eliot Community Human Services for FY2022 and authorize the Executive Director to sign the lease addendum and relate required documentation and submit all of the same to the MA Department of Mental Health (DMH) and the MA Department of Housing and Community Development (DHCD) for approval. The renewed lease payment is \$2523.77 monthly

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 renewal of the lease agreement with Eliot Community Human Services for FY2022 and authorize the Executive Director to sign the lease addendum and submit all required documents to MA Department of Mental Health (DMH) and MA Department of Housing and Community Development (DHCD) for approval

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

Nays: None

**C. BLACKSTONE BLOCK ARCHITECTS -INVOICE**

The Board studied an invoice from Blackstone Block Architects in the amount of \$750.00 for services completed 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 payment to Blackstone Block Architects in the amount of \$750 and submit invoice to DHCD through CapHub for processing.

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

Nays: None

**D. MALDEN POLICE DEPARTMENT – INVOICE**

The Board reviewed invoice No. 25464 in the amount of \$294.80 from the Malden Police Department for detail at 120 Mountain Avenue.

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

VOTED: To approve invoice No. 25464 from the Malden Police Department in the amount of \$294.80 for payment with costs allocated to AMP 4

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

Nays: None

**E. REQUEST FOR FUND TO THE 630 RESIDENTS CLUB**

A request for funding from the 630 Residents Club's President, Ruthann Farinato, was considered by the Board.

The Board reviewed the previous donations and decided to donate the amount of \$2500.00 dollars.

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

VOTED: To authorize and approve a \$2500 donation from the COCC to the 630 Salem street Club for the Club's various activities

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

Nays: None

**F. YMCA- INVOICE**

The Board analyzed an invoice from the YMCA dated September 7, 2021 for the period October 2020 thru June 2021 for the MHA's tenant memberships in the amount of \$37,499.94. It was noted MHA was not billed during the Covid-19 shutdown period.

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

VOTED: To authorize the payment of \$37,499.94 to the YMCA for services to the MHA Residents membership for the period October 2020 thru June 2021 to be paid from the COCC.

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

Nays: None

**G. PHILADELPHIA INDEMNITY INSURANCE COMPANY- INVOICES (6)**

The Board reviewed 6 invoices from Philadelphia Indemnity Insurance for Flood Insurance on the 6 buildings at the Linden Development with addresses 57 to 115 Coleman Street.

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

VOTED: To authorize payment to Philadelphia Indemnity Insurance Company in the total amount of \$15,678.00 for flood insurance at Linden.

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

Nays: None

**H. EMPLOYEE PREFORMANCE BONUSES**

The Executive Director discussed the remarkable efforts of three employees during the COVID period and during the several medical leaves of other key staff members warranting recognition by the Board with the suggestion of \$3500 bonuses.

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

VOTED: To authorize and approve performance bonuses for Carla Svendsen, John Moreschi and Eric Svenson of \$3500 each to be paid form the COCC.

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

Nays: None

4. **POLICIES AND CONTRACTS**

None

5. **REVIEW OF CHARITABLE REQUESTS**

A. **DANA FARBER CANCER INSTITUTE**

The Board Reviewed a flyer from Dana Farber Cancer Institute requesting a donation.

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

VOTED: To approve a donation to the Dana Farber Cancer Institute in the amount of \$100

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

Naya: None

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

Thank you letter from Housing Families for donation.  
Flyer from the Malden Fired Department on the Public Safety Day

7. **OPEN DISCUSSION**

None

**ADJOURNMENT**

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

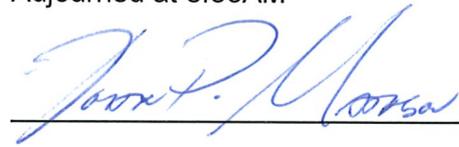
VOTED: To adjourn

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

Nays: None

09/23/21

Adjourned at 8:55AM



John P. Matheson, Secretary

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