

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held of Tuesday, August 24, 2021 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA

COMMISSIONERS ATTENDING: Joan M. Chiasson, Chairperson, William P. Hurley and Mark A. Lawhorne (Remotely)

COMMISSIONERS ABSENT: John P. Matheson

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

1. APPROVAL OF MINUTES OF JULY 27, 2021

The minutes of the meeting of July 27, 2021 were reviewed by the Board.

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

VOTED: To approve the minutes of July 27, 2021.

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

Nays: None

2. APPROVAL OF CHECKS AND SINGING OF BILLS

The Board reviewed the Massachusetts Rental Voucher Program ("MRVP") and Section 8 payments for the month of July 2021 totaling \$1,337,227.48 and the Revolving Fund Payments for the month of July 2021 totaling \$546,823.15.

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

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

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

Nays: None

3. FINANCIAL MATTERS

A. MHA'S COMPARATIVE FINANCIALS FOR JUNE 2021

The Board reviewed the MHA's Comparative Financials for June 2021.

No further action was necessary.

B. REQUEST FOR APPROVAL TO REVISE PERSONNEL POLICY

The Executive Director previously polled the Board by email on August 10, 2021 requesting approval to revise the MHA Personnel Policy to correct an inconsistency between part-time employees' accrual of sick time based on the MA GIC's 18.75 hour/week accrual benefit and their ability to have MHA buy same sick leave back on the same basis at retirement or other separation without cause, and to authorize payment to recently retired Plumber, Bill Simard, for his sick time accrued on a regular 20 hour/work week basis.

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

VOTED: To confirm the poll approval for MHA's Personal Policy to be corrected for the inconsistency between a part-time employee's accrual of sick time based on the MA GIC's 18.75 hour/week accrual benefit and the employee's ability to have MHA buy such accrued time back on the same basis at retirement or other separation without cause, and to authorize the buy back of sick time from recently retired plumber, Bill Simard, accrued on his regular 20-hour work/week basis.

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

Nays: None

C. BUCKLEY BROTHERS - INVOICE

The Executive Director previously polled the Board by email on August 8, 2021 requesting approval to pay an invoice in the amount of \$44,800 from Buckley Brothers for completion of plumbing work at Springdale and authorize the Executive Director to submit the invoice to DHCD for processing through CapHub.

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

VOTED: To confirm the poll approval to pay the invoice from Buckley Brothers In the amount of \$44,880 submit to DHCD for processing through CapHub

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

Nays: None

D. CBI CONSULTING, LLC – INVOICES (2)

The Board reviewed two invoices from CBI Consulting, now SOCOTEC, the first in the amount of \$947.50 for the Salem Street Building Envelope project with payment to be made from the Capital Fund or as otherwise determined, and the second in the amount of \$280

for work completed on the Springdale Roof replacement project, and authorize the Executive Director to submit that invoice to DHCD for processing through CapHub.

After Due discussion and motion duly made by William P. Hurley and second by Mark A. Lawhorne, it was unanimously

VOTED: To approve payment of the two (2) CBI invoices totaling \$1,227.50, to be paid and processed as referenced

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

Nays: None

E. MRI - INVOICE

The Board reviewed an invoice in the amount of \$20,099.65 from MRI for the annual renewal of MHA's license to utilize HAB and MRI public housing software products.

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

VOTED: To approve the invoice in the amount of \$20,099.65 from MRI for the annual renewal of MHA's software license

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

Nays: None

F. DIAMOND RELOCATION, INC – INVOICES (2)

The Board reviewed two invoices from Diamond Relocation, Inc., the first in the amount of \$1,175 and the 2nd in the amount of \$1,456, each for moving services provided two (2) Forestdale 667-3 resident families relocating prior to the commencement of MHA's ModPhase Initiative rehabilitation project and authorization for MHA to submit the invoice to DHCD for Processing through CapHub

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

VOTED: To approve the invoices to Diamond Relocation, Inc. totaling the amount of \$2,631 for moving services and submit to DHCD for processing.

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

Nays: None

G. MYSTIC VALLEY ELDER SERVICES – INVOICE

The Board reviewed an invoice dated June, 2021 in the amount of \$16,225.10 from Mystic Valley Elder Services for the provision of onsite Resident Service Coordinator services at AMP's 2, 4, 5 and 6 with cost allocated to the AMP's served.

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

VOTED: To approve the invoice from Mystic Valley Elder Services in the amount of \$16,225.10 with cost allocated to the AMP's served.

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

Nays: None

H. DIANE COHEN-INVOICE

The Board analyzed an invoice from Diane Cohen dated August 1, 2021 in the sum of \$750 for consultation with Nan McKay for May 2021 ACOP revisions and discussions with section 8 staff and Occupancy staff.

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

VOTED: To approve and authorize payment of the invoice from Diane Cohen in the amount of \$750 for ACOP revisions and consulting with section 8 program and tenant selection staff.

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

Nays: None

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

An invoice dated August 11, 2021 from SG Risk Management in the amount of \$665 for consulting services was reviewed by the Board.

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

VOTED: To approve payment in the amount of \$665 to SG Risk Management for insurance consulting services

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

Nays: None

J. MALDEN POLICE DEPARTMENT- INVOICES (15)

The Board examined fifteen (15) invoices totaling \$8,490.50 from the Malden Police Department for police details completed at 630 Salem Street, 120 Mountain Avenue, 89 Pearl Street and Suffolk Manor as follows:

Dated	Invoice #	Amount
06/29/21	24922	\$ 844.45
06/30/21	24948	290.40
07/19/21	25042	589.60
07/19/21	25053	294.80
07/28/21	25095	1,447.20
07/29/21	25117	299.16
08/02/21	25146	598.32
08/03/21	25151	263.65
08/04/21	25163	888.76
08/05/21	25181	593.96
08/11/21	25208	299.16
08/12/21	25229	598.32
08/12/21	25239	884.40
08/12/21	25247	299.16
08/12/21	25259	<u>299.16</u>
	TOTAL	\$8,490.50

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

VOTED: To approve and authorize payment to the Malden Police in the total amount of \$8,490.50 for completed details with cost allocated to the AMP's served

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

Nays: None

K. HOUSING AUTHORITY INSURANCE POLICIES- 9 POLICIES

The Board considered MHA's FY 2022 renewal of all HUD required insurance coverages issued by the Housing Authority Insurance Group as well as payment of an invoice in the amount of \$1,269. for the renewal of MHA's Fidelity Coverage.

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

VOTED: To authorize the Executive Director to execute and submit the renewal of the required HUD insurance policies to HAIG and to also approve payment in the amount of \$1,269 for renewal of MHA's Fidelity Coverage.

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

Nays: None

L. SECTION 8 PAYMENT STANDARDS AND PUBLIC HOUSING FLAT RENTS

The Executive Director informed the Board that HUD had published the FY 2022 Fair Market Rents and that he had discussed establishing MHA's FY 2022 Section 8 Payment Standards with Section 8 Director, Yolanda Waldman, and MHA's FY 2022 Flat Rents with Public Housing Director, Jen Carlson. Director Waldman was concerned with the reduced FY 2022 FMR values determined by HUD for the Boston-Cambridge-Quincy, MHA-NH HUD Metro FMR Area to be implemented on October 1, 2021 so recommended MHA continue with and adopt HUD's final published FY 2021 FMR's as MHA's FY 2022 Payment Standards at 100% by bedroom size for the Boston-Cambridge-Quincy, MHA-NH HUD Metro FMR Area but adopt HUD's FY 2022 FMR's as MHA Payment Standards at 100% bedroom size for all other FMR Areas in which MHA administers vouchers. Public Housing Director, Jen Carlson, recommended that MHA adopt HUD's published FY 2022 FMRs as MHA's FY 2022 Flat Rents at 85% by bedroom size.

Boston-Cambridge-Quincy, MHA-NH HUD Metro FMR Area (FY2021 – Sect. 8/100%)

Efficiency	\$1,742
One Bedroom	\$1,924
Two Bedroom	\$2,336
Three Bedroom	\$2,906
Four Bedroom	\$3,168

Boston-Cambridge-Quincy, MHA-NH HUD Metro FMR Area (FY2022 – PH/85%)

Efficiency	\$1,658
One Bedroom	\$1,826
Two Bedroom	\$2,205
Three Bedroom	\$2,726
Four Bedroom	\$2,990

Lowell, MA HUD Metro FMR Area (FY2022 – Sect. 8/100%)

Efficiency	\$1,237
One Bedroom	1,359
Two Bedroom	1,773
Three Bedroom	2,192
Four Bedroom	2,404

Brockton, MA HUD Metro FMR Area (FY2022 – Sect. 8/100%)

Efficiency	\$1,145
One Bedroom	1,309
Two Bedroom	1,723
Three Bedroom	2,181
Four Bedroom	2,505

Lawrence, MA-NH HUD Metro FMR Area (FY2022 – Sect. 8/100%)

Efficiency	\$1,040
One Bedroom	1,219
Two Bedroom	1,565
Three Bedroom	1,935
Four Bedroom	2,122

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

VOTED: To approve and MHA adopt and continue to use HUD's FY2021 final published FMRs for the Boston-Cambridge-Quincy HUD Metro FMR Area as MHA's FY 2022 Section 8 Program Payment Standards at 100% by bedroom size but adopt HUD's final published FY2022 FMRs for each of the Lowell, Lawrence and Brockton FMR Areas as MHA's FY 2022 Payment Standards at 100% by bedroom size, and that MHA also adopts HUD's final published FY2022 FMRs for the Boston-Cambridge-Quincy HUD Metro FMR Area at 85% by bedroom size as MHA's FY 2022 Public Housing Program Flat Rents

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

Nays: None

M. MASSNAHRO CONFERENCE SPONSORSHIP

The Board reviewed a request from MassNAHRO for MHA to sponsor a hole at the 28th Annual Past President's Scholarship Fund Memorial Golf Tournament, and also to approve placing a "Gold" ad at a cost of \$125 in the Program Book for the upcoming Annual Conference.

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

VOTED: To approve the sponsorship of a hole in the MassNAHRO Past President's Scholarship Fund Memorial Golf tournament in the amount of \$125 and to also purchase an ad in the Annual Conference Program Book at the cost of \$125 with each cost being paid by the COCC

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

Nays: None

4. POLICIES AND CONTRACTS

A. SECTION 3 PLAN

The Board reviewed the MHA's new Section 3 Plan required by HUD's new Section 3 Rule effective as of November 30, 2020 together with all related documents required to be implemented and made effective for HUD reporting and utilization purposes as of July 1, 2021.

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

VOTED: To approve MHA's new Section 3 Plan and all related documentation to be implemented with an effective date as of July 1, 2021.

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

Nays: None

5. REVIEW OF CHARITABLE REQUESTS

A. BREAD OF LIFE

The Board reviewed a solicitation received from the Bread of Life.

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

VOTED: To approve a donation in the amount of \$200 to the Bread of Life to be paid by the COCC

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

Nays: None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS

None

7. OPEN DISCUSSION

None

ADJOURNMENT

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

VOTED: To adjourn.

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

Nays: None

08/24/2021

Adjourned at 9:02 AM



Secretary, William P. Hurley,

SEAL