

## MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, January 26, 2021 at 5:00 PM through teleconference based on the Governor's Order on assemblage due to COVID-19.

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

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

### 1. APPROVAL OF MINUTES OF JANUARY 12, 2021

The minutes of the meeting of January 12, 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 January 12, 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

There were no bills or signing of checks.

No further action was necessary.

### 3. FINANCIAL MATTERS

#### A. AMBIENT TEMPERATURE CORPORATION – INVOICES (2)

The Board reviewed two (2) invoices from Ambient Temperature Corporation. The first invoice was dated January 8, 2021 in the sum of \$9,850 for a heat pump and installation at Forestdale, and the second dated January 12, 2021 in the sum of \$26,754 for the ductless split project at the Linden development.

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 Ambient for heat pump and installation in the sum of \$9,850 to be submitted to the MA Department of Housing and Community Development ("DHCD") for processing and approve and authorize payment to Ambient for

the ductless split project in the sum of \$26,754 at the Linden development to be allocated to AMP 1.

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

Nays: None

**B. WEB DESIGN DEVELOPMENT AND HOST MANAGEMENT SERVICES – BIDS**

Bids for web design, development and hosting management services were reviewed by MHA's Bid Review Team and CivicPlus was recommended as the most responsive and responsible respondent. The Board considered the memo from the team dated January 7, 2021. The bids received were as follows:

	Total	Website Design Rate	Management Services Hourly Rate	Web Hosting Annual Fee
Brooks Jeffrey	\$ 39,935	\$ 95	\$ 55	\$4,295
WeUsThem	66,505	125	100	1,530
Kyyba	108,000	35	35	12,000
Acuta Digital	60,660	90	120	660
CivicPlus	12,500	75	50	2,500

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 award the bid to CivicPlus as the most responsive and responsible bidder in the sum of \$12,500 in response to MHA's request for proposal and authorize the Executive Director to enter into a one year contract in the bid amount of \$10,000 and an hourly rate of \$75 for website design and implementation and \$2,500 for hosting services with a management services hourly rate of \$50, with the option for MHA to extend up to four (4) additional, consecutive one-year terms at the annual rate of \$2,500 for hosting services, \$75 per hour for website design and implementation and \$50 per hour for management services.

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

Nays: None

**C. MYSTIC VALLEY ELDER SERVICES – ("MVES") – INVOICE**

An invoice dated January 22, 2021 from MVES for the month of December 2020 in the sum of \$15,971.72 for resident service coordinators at various Federal developments was analyzed 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 MVES in the sum of \$15,971.72 and allocated to the Federal AMP's served.

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

Nays: None

**D. MALDEN POLICE DEPARTMENT – INVOICES (3)**

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

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
01/19/21	23923	\$790.95
01/20/21	23937	263.65
01/20/21	23955	<u>527.30</u>
	TOTAL	<u>\$1,581.90</u>

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 the Malden Police Department in the total sum of \$1,581.90 as appropriate from the AMPs served.

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

Nays: None

**4. POLICIES AND CONTRACTS**

**A. ADMISSIONS AND CONTINUED OCCUPANCY POLICY ("ACOP") AND SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN ("HCV ADMINISTRATIVE PLAN") – REVISIONS**

The Executive Director presented Diane Cohen's recommended revisions to MHA's ACOP Chapters 2 and 14 to conform with the U.S. Department of Housing and Urban Development ("HUD") and revisions to MHA's HCV Administrative Plan, Chapters 2, 12 and 16 as required by HUD's PIH Notice 2020-32 which codify remote hearings and briefings.

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

VOTED: To adopt the ACOP and HCV Administrative Plan revisions pursuant to HUD Notice 2020-32 and authorize uploading the revised versions to the MHA's web-site.

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

Nays: None

**B. MHA ANNUAL REPORT TO THE CITY OF MALDEN**

The Executive Director transmitted MHA's 2021 Annual Report to the Board for its review and, approval with the Annual Report to be submitted to the Mayor, City Council and DHCD.

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 submit the 2021 Annual Report to the City and DHCD.

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

Nays: None

**5. CHARITABLE REQUESTS**

None

**6. CORRESPONDENCE AND NEWSLETTERS**

**A. NEW ENGLAND REGIONAL COUNCIL NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS "NERC/NAHRO" – MID-WINTER VIRTUAL CONFERENCE**

The Board perused a flyer from NERC/NAHRO's Mid-Winter Virtual conference scheduled February 8 and 9, 2021.

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 Commissioners and appropriate staff to attend the NERC/NAHRO Mid-Winter Virtual conference scheduled for February 8 and 9, 2021 at MHA's cost.

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

Nays: None

**B. MHA EMPLOYEE RETIREMENT**

Barbara McGlinchy is scheduled to retire in April of 2021. Barbara has worked for MHA for 18 years and as a gesture of gratitude for her commitment of service to MHA, the Executive Director presented to the Board the details of an engraved plaque as a thank you for her service.

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 purchase the plaque and the cost for engraving for Barbara McGlinchey.

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

Nays: None

**C. MHA MAINTENANCE**

The Board received a thank you from Eric Svenson, MHA Foremen for MHA supplying the maintenance staff with winter jackets.

No further action was necessary.

**7. OPEN DISCUSSION**

None

**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 and William P. Hurley

Nays: None

Adjourned at 5:25 PM

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Mark A. Lawhorne, Secretary  
SEAL

**THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 2/9/2021, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED**