

## **MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on January 11, 2022 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA.

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

MHA STAFF ATTENDING VIRTUALLY: Stephen G. Finn and Thomas P. Callaghan

MHA STAFF ATTENDING: Edward J. Fahey and Deborah A. Lungo

### **1. APPROVAL OF MINUTES OF DECEMBER 14, 2022**

There were no minutes available.

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

The Board reviewed the Massachusetts Rental Voucher Program ("MRVP") and Section 8 payments for the month of December 2021 totaling \$1,375,036.13 and Revolving Fund payments totaling \$785,418.35.

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 December 2021.

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

Nays: None

### **3. FINANCIAL MATTERS**

#### **A. MARCUM – AUDI ENGAGEMENT LETTERS**

The Executive Director polled the Board by email on December 14, 2021 requesting approval to sign three (3) Marcum Accountants Engagement Letters (all dated December 10, 2021) in order to begin MHA's FY 2021 Federal audit and State Agreed Upon Procedures ("AUP").

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

VOTED: To confirm Board poll approval authorizing the Executive Director to sign and return Marcum LLPs Engagement letters for MHA's FY2021 Audit and AUP processes.

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

Nays: None

**B. ALPHA CONTRACTING ASSOCIATES—INVOICE**

The Board studied an invoice from Alpha Contracting in the amount of \$18,962 for the completion of the Springdale door and window replacement project.

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

VOTED: To payment of the invoice from Alpha Contracting in the amount of \$18,962 and authorize the Executive Director to sign and submit same to DHCD through CapHub for processing.

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

Nays: None

**C. BCM CONTROLS-RENEWAL OF ANNUAL SERVICE AGREEMENTS**

The Board considered two invoices for the annual renewal of fob access and surveillance system service agreements with BCM Controls, the first for Newland Street in the amount of \$5,222 and the second for Pleasant Street in the amount of \$15,123, with payments to be allocated against the AMPs served.

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 of the two (2) annual service agreement renewals with payment allocated to the AMPs served.

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

Nays: None

**D. YMCA – INVOICES - (2)**

The Board reviewed two invoices from the YMCA for the provision of After School programming, the first at Linden in the amount of \$2,272.80 and the second at Newland Street in the amount of \$1,975.60.

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

VOTED: To approve payment of the two (2) invoices totaling \$4,284.40 for After School programming services from the YMCA with cost to be paid by AMP 1.

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

Nays: None

**E. MYSTIC VALLEY ELDER SERVICES, INC.—INVOICE**

The Board was presented with an invoice from Mystic Valley Elder Services, Inc. in the sum of \$14,935.91 for the monthly provision of onsite Resident Service Coordinator services at AMPs 2, 4, 5 and 6.

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 in the amount of \$14,925.91 to Mystic Valley Elder Services for the provision of onsite Resident Service Coordinator services at AMPs 2, 4, 5 and 6, with cost allocated to the AMPs served.

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

Nays: None

**F. DIANE COHEN – INVOICE**

An invoice in the sum of \$437.50 from Diane Cohen for consulting services provided MHA's federal public housing and section 8 programs was presented to the Board.

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 in the amount of \$437.50 to Diane Cohen for professional consulting services with cost allocated to MHA's federal public housing and section 8 programs.

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

Nays: None

**G. NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (NAHRO) – 2022 AGENCY DUES**

The Board studied an invoice in the amount of \$3,701.88 for annual agency dues renewal from the National Association of Housing and Redevelopment Officials (NAHRO) for the period April 1, 2022 to March 31, 2023.

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 \$3,701.88 to NAHRO for MHA's annual agency dues renewal with payment allocated to the COCC and as determined by the Finance Director.

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

Nays: None

**H. MALDEN POLICE DEPARTMENT – INVOICES (4)**

The Board scrutinized four (4) invoices from the Malden Police Department for police detail coverage provided at 630 Salem Street, 89 Pearl Street and Suffolk Manor as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
12/10/21	26022	\$ 619.26
12/15/21	26034	309.63
12/16/21	26043	619.26
12/18/21	26056	309.63
	Total	<u>\$1,857.78</u>

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

VOTED: To approve payment in the total amount of \$1,857.78 to the Malden Police Department 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**

None

**5. REVIEW OF CHARITABLE REQUESTS**

**A. BREAD OF LIFE**

A request for a donation from the Bread of Life was reviewed by the Board.

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 of a donation in the amount of \$100 to the Bread of Life to be paid by the COCC .

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

Nays: None

**B. MALDEN READS**

The Board reviewed a request for a donation from Malden Reads.

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

VOTED: To approve payment of a donation in the amount of \$100 to Malden Reads to be paid by the COCC.

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

Nays: None

**C. DANA FARBER CANCER INSTITUTE AND JIMMY FUND**

The Board considered a donation request from the Dana Farber Cancer Institute and Jimmy Fund.

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 of a donation in the amount of \$100 to the Dana Farber Cancer Institute and Jimmy Fund to be paid by the COCC.

01/11/2022

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

Nays: None

6. **CORRESPONDENCE AND NEWS LETTERS**

None.

7. **OPEN DISCUSSION**

Next meeting January 25, 2022 at 8:30 AM

**ADJOURNMENT**

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

VOTED: To adjourn

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

Nays: None

Adjourned at 8:57 AM

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John P. Matheson, Secretary