

## MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, November 9, 2021 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA.

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

ATTENDING VIRTUALLY: Stephen G. Finn, Executive Director

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

### 1. APPROVAL OF MINUTES OF OCTOBER 19, 2021

The minutes of October 19, 2021 were presented to the Board for their consideration.

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

VOTED: To approve the minutes of October 19, 2021.

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

Nays: None

### 2. BILLS AND SIGNING OF CHECKS

The Board reviewed the Massachusetts Rental Voucher Program ("MRVP") and Section 8 payments for the month of October 2021 totaling \$1,357,934.13 and Revolving Fund payments totaling \$1,813,125.21.

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

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

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

Nays: None

### 3. FINANCIAL MATTERS

#### A. SUBMISSION OF MHA'S FY2022 BUDGET WITH CERTIFICATIONS TO THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD")- RESOLUTION NO. 2021-07

MHA's FY 2022 Budget, previously approved for submission to the U. S. Department of Housing and Urban Development ("HUD"), as prepared in accordance with the published Public Housing Budget Guidelines issued by DHCD, was reviewed by the Board.

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

**RESOLVED AND VOTED:** **Resolution No. 2021-07** To approve MHA's FY 2022 Budget including the Executive Director's approved salary of \$159,463 as prepared pursuant to DHCD's published FY2022 Budget Guidelines and authorize Board Members and the Executive Director to sign all requisite, duly authorized budget certifications for the 400-1, Massachusetts Rental Voucher Program ("MRVP") and 689-C State Housing Programs, together with all other required certifications and documentation and to further authorize the Executive Director and MHA's Fee Accountant to submit all of same to DHCD.

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

Nays: None

**B. EXECUTIVE DIRECTOR SALARY CERTIFICATION – RESOLUTION**  
**NO. 2021-08**

The Salary Certification for the Executive Director for MHA's FY 2022 Budget was considered by the Board.

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

**RESOLVED AND VOTED:** **Resolution No. 2021-08** To certify authorize and approve the Board Chairperson and Executive Director to execute and submit to DHCD the Executive Director's salary certification for MHA's FY 2022 Budget and attach a true and accurate copy of the contract of employment between MHA and the Executive Director fully reporting the Executive Director's total compensation.

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

Nays: None

**C. MIKE'S CONSTRUCTION Co., Inc – INVOICE**

The Board was considered an invoice from Mike's Construction dated May 31, 2021 for work completed on the Springdale Roof Project in the amount of \$8,220 and authorization the Executive Director to sign the Application and Certificate of final completion.

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 to Mike's Construction for work completed at Springdale in the amount of \$8,220, send same to DHCD for reimbursement and authorize the Executive Director to sign the Certificate of Final Completion

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

Nays: None

**D. RICOH MIGRATION CONTRACT**

The Board reviewed a three year contract with Ricoh for the Docuware Migration software pursuant to the Statewide contract with a first year cost of \$13, 325 and second and third years cost at \$4,140.

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 three year contract with Ricoh and authorize the Executive Director to sign to purchase migration software t with the following amounts:

First Year	\$13,325
Second Year	4, 140
Third Year	4,140

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

Nays: None

**E. MARCUM ACCOUNTANTS – INVOICE**

The Board scrutinized with an invoice from Marcum Accountants dated Oct. 31, 2021 in the amount of \$4,762.50 for the MHA's 2022 Audit, including the Audit's Management Representation Letter.

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 the invoice to Marcum Accountants in the amount of \$4,762.50 for payment of the FY 2020 Audit.

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

Nays: None

**F. CBI CONSULTING – CONTRACT AMENDMENT**

The Board examined Amendment No. 2 to the contract for CBI's design services for the Forestdale ModPhase Project increasing the original contract dated Oct.10, 2021 in the amount of \$7,500 for a new total contract of \$719,280.

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

VOTED: To approve Amendment No. 2 in the amount of \$7,500 to CBI Consulting and authorize the Executive Director to sign and submit the Amendment to DHCD via CapHub.

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

Nays: None

**G. MYSTIC VALLEY ELDER SERVICES, Inc. – INVOICE**

The Board considered an invoice from the Mystic Valley Elder Services dated Oct. 27, 2021 in the amount of \$5,083.05 for Resident Service Coordinators for the month of September, 2021. The invoice was adjusted to reflect a credit to MHA for prior billing errors recently discovered.

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

VOTED: To approve the monthly invoice of \$5,083.05 from the Mystic Valley Elder Services with costs allocated to the AMPS served.

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

Nays: None

**H. SG RISK MANAGEMENT-INVOICE**

The Board studied an invoice from SG Risk Management dated Nov. 2, 2021 in the amount of \$356.25 for insurance consultation services for the month of October, 2021.

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 invoice from SG Risk Management for consulting services in the amount of \$356.25.

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

Nays: None

**I. DIANE COHEN – INVOICE**

The Board examined an invoice in the amount of \$625 from Diane Cohen dated Nov. 1, 2021 for consulting services public housing program transfers and waiting lists for the month of October, 2021.

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

VOTED: To approve an invoice from Diane Cohen in the amount of \$625 for consulting services on public housing.

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

Nays: None

**J. JAMES HENNESSEY – INVOICE**

The Board reviewed an invoice dated Nov. 2, 2021 from James Hennessey in the amount of \$1,282.50 for the inspection services provided for the state public housing, as well as reporting to be paid from the COCC.

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

VOTED: To pay an the invoice from James Hennessey in the amount of \$1,282.50 for inspection services at the state public housing development.

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

Nays: None

**K. HOUSING AND DEVELOPMENT LAW INSTITUTE – INVOICE**

The Board considered an invoice in the amount of \$895 for the annual dues for membership in the Housing and Development Law Institute..

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

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

Nays: None

**L. MALDEN POLICE DEPARTMENT- INVOICES(6)**

The Board studied six (6) invoices from the Malden Police Department as follows:

DATE:	Invoice #	Amount
10/12/21	25586	\$ 2,063.60
10/10/21	25559	2,692.43
10/22/21	25631	3,096.30
10/26/21	25655	309.63
11/03/21	25723	3,405.93
11/03/21	25729	<u>309.63</u>
Total		\$11,877.52

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

VOTED: To pay the six invoices from the Malden Police Department for details provided at various developmemts totaling the amount of \$11,877.52 with costs allocated to the AMPs served.

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

Nays: None

**M. HOLIDAY PARTY**

The Board considered a proposal/invoice from Anthony's of Malden for providing MHA's Holiday Party.

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

VOTED: To table until November 23, 2021 meeting.

4. **POLICES AND CONTRACTS**

**PERSONNEL POLICY**

The Executive Director explained the change in the Personnel Policy to allow new hires having accrued time in the GIC and PERAC public health and retirement systems to receive the benefit of such time upon their successful completion of MHA's required six (6) month probationary period.

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

VOTED: To adopt the amendment to the Personnel Policy allowing new hires having accrued time in the GIC and PERAC public health and retirement system to receive the benefit of such time upon successful completion of MHA's six (6) month probationary period.

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

Nays: None

5. **REVIEW OF CHARITABLE REQUESTS**

None.

6. **CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS**

A. **EXECUTIVE DIRECTOR ANNUAL DISCLOSURE OF ELECTION OR APPOINTMENT TO AN UNCOMPENSATED POSITION AS REQUIRED BY 930 cmr 6.02(3) (DISCLOSURE)**

The Executive Director's Disclosure of two appointments to uncompensated positions was examined by the Board.

The two appointments are as follows:

1. City of Malden Affordable Housing Trust Fund
2. City of Malden Human Rights and Fair Housing Commission

No further action necessary.

B. North Shore Executive Directors Association **(NSHEDA) LEGISLATIVE BREAKFAST**

The Board reviewed the invitation to their annual Legislative Breakfast from NSHEDA .

No further action necessary.

**C. NAHRO MONITOR FOR OCTOBER**

**7. OPEN DISCUSSION**

**A. BENCHES**

The Board studied an invoice from Victor Stanley for two bench's, one to be purchased in the amount of \$7,077.25, plus a plaque, with one bench intended to memorialize former Commissioner George Bayers, and the other to replace a broken bench at the front of 630 Salem Street..

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

VOTED: To approve the purchase of two bench's to be placed in the front of 630 Salem Street with a plaque honoring Commissioner George Bayers on one bench.

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

Nays: None

**B. HOLIDAY SCHEDULE**

The Board perused the City of Malden's holiday schedule, as well as MHA's prior years' policy.

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

VOTED: To authorize and approve the City's holiday schedule for MHA employees as follows:

Thursday, November 11, 2021- close

Thanksgiving holiday observed

Wednesday (11-24) close at noon

Friday (11-26) closed

Christmas holiday observed on

Thursday(12-23) closed

Friday 12-24- closed



11/09/21

New Year's Day holiday observed on

Friday (12-31)- closed

One half day shopping, subject to supervisor's approval to be taken Between November 29 and December 23, 2021.

#### **ADJOURNMENT**

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

VOTED: To adjourn at 9:40AM.

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

Nays: None



John P. Matheson, Secretary