

## REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

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

COMMISSIONERS ATTENDING: John P. Matheson

ATTENDING VIRTUALLY: Mark A. Lawhorne and Joan M. Chiasson

COMMISSIONERS ABSENT: William P. Hurley

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

### 1. APPROVAL OF MINUTES OF NOVEMBER 9, 2021

The minutes of November 9, 2021 Meeting were presented to the Board for their consideration.

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 minutes of November 9, 2021.

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

Nays: None

Absent: William P. Hurley

### 2. BILLS AND SIGNING OF CHECKS

None

### 3. FINANCIAL MATTERS

#### A. SUBMISSION OF MHA'S FYEND 2021 CERTIFICATIONS TO DHCD

The Executive Director informed the Board that MHA's Fiscal Year End 2021 Financials and other information, inclusive of MHA's Top 5 Compensated Employee Certification, required approval and authorization for Board Members and the Executive Director to sign all required Certifications and documentation and for the Executive Director, Finance Director and MHA's Fee Accountant to submit MHA's Fiscal Year End 2021 Financial and other Certification and documentation through DHCD's HAFIS electronic reporting system.

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

**RESOLVED AND VOTED:** **Resolution No. 2021-09** To approve and authorize all Board Members and the Executive Director to sign all required Certifications and documentation, and for the Executive Director, Finance Director and MHA's Fee Accountant to submit MHA's Fiscal Year End 2021 Financial and other Certifications and documentation Information in "HAFIS" pursuant to the Board Resolutions that follow.

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

Nays: None

Absent: William P. Hurley

**LEAD PAINT CERTIFICATE-RESOLUTION NO. 2021-10**

The Executive Director presented the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws for consideration by the Board which certifies that MHA's compliance with Federal and State lead paint laws.

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

**RESOLVED AND VOTED:** **Resolution No. 2021-10** To certify, authorize and approve the Commissioners and Executive Director to execute and submit to DHCD the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws and certify compliance with the following:

1. Environmental Protection Agency ("EPA") regulations at 40 CFR 745 Subpart F "*Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon Sale or Lease of Residential Property,*"
2. Massachusetts Department of Public Health *Lead Poisoning Prevention and Control* regulations at 105 CMR 460.725
3. EPA regulations at 40 CFR 745 Subpart E "*Residential Property Renovation,*"
4. Massachusetts Division of Occupational Safety *Deleading and Lead-Safe Renovation Regulations* at 454 CMR 22.00; and that the Malden Housing Authority is maintaining proper record-keeping related to such requirements.

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

Nays: None

Absent: William P. Hurley

**SCHEDULE OF POSITIONS AND COMPENSATION – RESOLUTION NO. 2021-11**

The Schedule of Positions and Compensation form from DHCD detailing MHA's top five compensated wage earners for FY 2021 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

**RESOLVED AND VOTED:** **Resolution No. 2021-11** To certify, authorize and approve the Schedule of Positions and Compensation for MHA's top five salary earners for FY 2021 and authorize the Executive Director to submit same to DHCD.

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

Nays: None

Absent: William P. Hurley

**Certification of Year End Financial Statements and Tenants Accounts Receivables Data Resolutions No. 2021-12, 2021-13 and 2021-14**

The MHA's Year-End financial statements for the 400-1, MRVP and 689-C public and assisted housing programs and MHA's Tenants Accounts Receivables (TAR) application data for the 400-1 program for the fiscal year ending 9/30/2021 were reviewed by the Board. The Executive Director informed the Board of the need to approve and certify MHA's 2021 Fiscal Year-End financial statements for each program and TAR data for the 400-1 program to DHCD.

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

**RESOLVED AND VOTED:** **Resolution No. 2021-12** To certify, authorize and approve the Commissioners and Executive Director to execute and submit to DHCD for review and approval the Fiscal Year End certifications and all other required documentation for MHA's State-Aided Housing Program Number 400-1 for the year-end financial statements, inclusive of MHA's Tenants' Accounts Receivables application data, for the fiscal year ending September 30, 2021 and that they are true, correct and complete to the best of their knowledge and belief, and that the statements fairly and accurately represent the financial condition of the program.

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

Nays: None

Absent: William P. Hurley

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

**RESOLVED AND VOTED:** **Resolution No. 2021-13** To certify, authorize and approve the Commissioners and Executive Director to execute and submit to DHCD for review and approval the Fiscal Year End certifications and all other required documentation for MHA's State-Aided Massachusetts Rental Voucher Housing Program ("MRVP") for the year-end financial statements for the fiscal year ending September 30, 2021 and that they are true, correct and complete to the best of their knowledge and belief, and that the statements fairly and accurately represent the financial condition of the program.

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

Nays: None

Absent: William P. Hurley

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

**RESOLVED AND VOTED:** **Resolution No. 2021-14** To certify, authorize and approve the Commissioners and Executive Director to execute and submit to DHCD for review and approval the Fiscal Year End certifications and all other required documentation for MHA's State-Aided Housing Program Number 689-C for the year-end financial statements for the fiscal year ending September 30, 2021 and that they are true, correct and complete to the best of their knowledge and belief, and that the statements fairly and accurately represent the financial condition of the program.

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

Nays: None

Absent: William P. Hurley

**FISCAL YEAR END CERTIFICATION OF PREPARER AND EXECUTIVE DIRECTOR**  
**BOARD RESOLUTION 2021-15**

The Fiscal Year End 2021 Certification of the Preparer and Executive Director form, together with MHA's Fiscal Year End Development Modernization cost statement, was submitted to the Board for review and approval.

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

**RESOLVED AND VOTED:** **Resolution No. 2021-15** To approve the Executive Director's execution of MHA's Fiscal Year End 2021 Certification of the Preparer and Executive Director form, as well as MHA's Fiscal Year End 2021 Development Modernization cost statement, and to further authorize the Executive Director to submit each of same to DHCD.

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

Nays: None

Absent: William P. Hurley

**B. AMERICAN ALARM – INVOICE**

The Board reviewed an invoice from American Alarm for the purchase of a new fire alarm panel and other materials required to begin the Suffolk Manor Fire Panel Replacement Project in the amount of \$30,310.84 to be paid by the capital 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 the purchase of a new fire alarm panel to be paid out of the capital fund in the amount of \$30,310.84.

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

Nays: None

Absent: William P. Hurley

**C. SOCOTEC/CBI CONSULTING- INVOICE**

The Board examined an invoice in the amount of \$1,417.50 from Socotec/CBI Consulting for design and contract administration completed on the 630 Building Envelope Project to be paid by the capital 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 the invoice from Socotec/CBI Consulting for the design completed on the 630 Salem Envelope Project in the amount of \$1,417.50 out of the capital fund.

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

Nays: None

Absent: William P. Hurley

**D. EPC SOLUTIONS LLC-INVOICE**

The Board considered an invoice in the amount of \$9,500 from EPC Solutions LLC for required MHA annual HUD EPC energy reporting, assisting with the completion and submitting of MHA's annual application for HUD's Rate Reduction Incentive and ongoing utility measurement and verification consultation to be paid by the EPC and the COCC.

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 invoice from EPC Solutions LLC in the amount of \$9,500 for the completion and submission of MHA's Annual HUD Rate Reduction Incentive and MHA's Annual HUD EPC Operating Fund Report, together with ongoing energy consultation and utility consumption measurement and verification.

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

Nays: None

Absent: William P. Hurley

**E. GORDON GRIFFIN LLC- ENGAGEMENT LETTER**

The Board studied an engagement letter from Gordon Griffin LLC for the FY2022 for the provision of Fee Accountant and other financial advisory and reporting services.

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

VOTED: To approve and authorize the Executive Director to sign the FY2022 annual engagement letter from Gordon Griffin LLC for the provision of Fee Accountant and other financial advisory and reporting services.

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

Nays: None

Absent: William P. Hurley

**F. VICTOR STANLEY –PURCHASE OF BENCH**

The Board considered an invoice change from Victor Stanley in the amount of \$297 to allow MHA to purchase and install a plaque in memory of former Resident Commissioner, George Bayers, on one of two benches recently acquired from the company and to also pay shipping charges of \$494, with each to be paid by the COCC.

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 purchase of a plaque in the amount \$297 in memory of former Resident Commissioner, George Bayers, to be placed on one of two benches recently purchased from Victor Stanley, and to also pay shipping charges in the amount of \$494 for delivery of the benches, each to be paid by the COCC.

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

Nays: None

Absent: William P. Hurley

#### **G. MALDEN POLICE DEPARTMENT- INVOICES (2)**

The Board studied two (2) invoices from the Malden Police Department for details provided at various locations are as follows:

Date:	Invoice #	Amount
11/16/21	25831	\$2,167.41
11/16/21	25848	<u>464.42</u>
	Total	\$2,631.83

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

VOTED: To pay two invoices from the Malden Police Department for details provided at various locations in the total amount of \$2,631.83 with cost allocated against the AMPs served.

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

Nays: None

Absent: William P. Hurley

#### **H. MHA's HOLIDAY PARTY**

A quote from Anthony's of Malden for cost related to hosting MHA's holiday party was considered 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 and authorize the Executive Director to enter in an agreement with Anthony's to host MHA's holiday party in an amount \$2,240 for food, an administrative fee in the amount of \$224, a 20% gratuity in the amount of \$448 for wait staff serving at the event and \$300 for entertainment, all to be paid by the COCC.

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

Nays: None

Absent: William P. Hurley

**I. TRANSPORTION FOR RESIDENTS**

The Board reviewed a request for transportation for a number of residents of 630 Salem Street and some MHA staff to attend and return from the Bayers Family's Memorial Dedication to former Resident Commissioner, George N. Bayers, at the Forestdale Cemetery.

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

VOTED: To approve the payment for transportation to and from the Forestdale cemetery for 630 Residents and MHA staff to attend the Bayers Family's Memorial Ceremony for former MHA Resident Commissioner, George Bayers.

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

Nays: None

Absent: William P. Hurley

**4. POLICIES AND CONTRACTS**

None

**5. REVIEW OF CHARITABLE REQUESTS**

None

**6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS**

DHCD's notice of pending insurance invoice was presented to the Board. No further action was taken.

**7. OPEN DISCUSSION**

None



**ADJOURNMENT**

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

VOTED: To adjourn at 9:10 AM

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

Nays: None

Absent: William P. Hurley

  
John P. Matheson, Secretary