

REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on December 14, 2021 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA.

COMMISSIONERS ATTENDING: William P. Hurley, John P. Matheson and Joan M. Chiasson

ATTENDING VIRTUALLY: Mark A. Lawhorne

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

1. APPROVAL OF MINUTES OF NOVEMBER 23, 2021

The minutes of November 23, 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 23, 2021.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson
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 November 2021 totaling \$1,368,397.13 and Revolving Fund payments totaling \$324,409.30.

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

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

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

Nays: None

3. FINANCIAL MATTERS

A. PAYMENT IN LIEU OF TAXES ("PILOT") - CITY OF MALDEN – INVOICE

The Board studied the FY 2021 PILOT calculations dated September 30, 2021 for the City of Malden.

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

VOTED: To approve and authorize payment to the City of Malden in the sum of \$329,600.96 for MHA's FY2021 PILOT payment.

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

Nays: None

B. MIKE'S CONSTRUCTION Co. CERTIFICATE OF COMPLETION

The Board reviewed a Certificate of Final Completion from Mike's Construction dated December 1, 2021 for work completed on the Springdale Roof Project and request to authorize the Executive Director to sign the Certificate of Final Completion and submit same to DHCD through CapHub for processing.

VOTED: To approve the Certificate of Final Completion and authorize the Executive Director sign same for work completed on the Springdale Roof Project 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. CHANGE ORDER FROM WATERFORD DESIGN GROUP – WDG

The Board considered a change order from the Waterford Design Group in the amount up to \$8,860 to use sonar to check for soil stability issues in and around 69-75 Coleman Street with additional days to cost \$3,140 per day and authorization for the Executive Director to sign same.

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

VOTED: To approve the change order in the amount up to \$8,860 and authorize the Executive Director to sign same.

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

Nays: None

D. WDG-INVOICE

The Board reviewed an invoice in the amount of \$7,500 from WDG Architects for completed design investigation in and around the basement and foundation areas of #69-75 Coleman Street/Linden with payment to be made from Amp 1.

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

VOTED: To pay the invoice in the amount of \$7500 for the investigative work completed in and around the basement foundation areas of 69-75 Coleman Street/Linden with payment to be made from Amp 1.

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

Nays: None

E. CBI/SOCOTEC – INVOICE

The Board examined the final invoice from CBI/SOCOTEC on the 630 Salem Street Exterior and Balcony Repairs in the amount of \$1,923.75 for contract administration completed to be paid out of the Capital Fund.

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 payment to CBI/SOCOTEC in the amount of \$1,923.75 for the completion of project administration on the 630 Salem Street Building Envelope Project with payment from the Capital Fund.

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

Nays: None

F. CBI/SOCOTEC – INVOICE

The Board studied Amendment #3 to increase the MHA's Forestdale ModPhase Design Contract with CBI/SOCOTEC in an amount of \$41,300 and a request to authorize the Executive Director to sign and submit same to DHCD through CapHub.

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

VOTED: To approve Amendment #3 to MHA's Forestdale ModPhase Design contract with CBI/SOCOTEC in the amount of \$41,300 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

G. REQUEST FOR PROPOSALS ("RFP")- IT SUPPORT SERVICES

The Board studied responses to MHA's IT Support Services solicitation. The bids were as follows:

BIDDER:	ANNUAL FEE	Hourly Rate
Terminal Exchange	\$ 64,000	\$190.
HiQ Computers	\$ 72,000	None listed
Maestro Technologies	\$113,400	\$ 59.06

Procurement Director, Ed Fahey, recommended that the bid be awarded to Terminal Exchange for one year in the amount of \$64,000 with the hourly rate quoted with the option in MHA in its sole discretion to extend up to four (4) additional consecutive one year periods.

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

VOTED: To approve and award the IT Support Services bid to Terminal Exchange Systems as the most responsive and responsible bidder and award an initial one-year contract in the amount of \$64,000 with the hourly rate quoted with MHA having the option to extend up to four (4) additional consecutive one-year periods and authorize the Executive Director to sign the contract.

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

Nays: None

H. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") – INSURANCE INVOICE

The Executive Director presented the Board an invoice from Hays Companies in the amount of \$32,922 for the renewal of MHA's required DHCD State Public Housing Insurance.

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 to the Hays Companies Invoice in the amount of \$32,922 for the MHA's State Public Housing Insurance coverage.

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

Nays: None

I. NAN MCKAY --INVOICE

The Board reviewed an invoice from Nan McKay in the amount of \$2,500 for the annual renewal fee for the GoSection8 program.

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

VOTED: To approve payment in the amount of \$2,500 for MHA's GoSection8 program annual renewal to be paid by Section 8.

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

Nays: None

J. RICOH- INVOICE

The Board examined an invoice from Ricoh in the amount of \$9,020 for MHA's Docuware subscription.

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

VOTED: To approval a payment in the amount of \$9,020 to Ricoh for the Docuware subscription.

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

Nays: None

K. MYSTIC VALLEY ELDER SERVICES – INVOICE

The Board scrutinized an invoice dated November 23, 2021 from MVES for resident service coordinators for the month of October 2021.

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

VOTED: To approve and authorize payment in the sum of \$14,935.91 to MVES for the provision of onsite resident service coordinators for the month of October, 2021 with payment allocated to AMP's served.

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

Nays: None

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

The Board reviewed an invoice in the amount of \$356.25 from SG Risk Management for insurance consulting services.

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

VOTED: To approve and authorize payment to SG Risk Management in the amount of \$356.25 for Insurance consulting services with cost allocated to Section 8, Federal public housing the COCC.

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

Nays: None

M. YMCA – INVOICE

The Board scrutinized an invoice in the amount of \$20,833.35 from the YMCA for MHA's Federal Public Housing Membership program for the months of July – November 2021.

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 to the YMCA in the sum of \$20,833.35 for the months of July to November 2021 to be paid by the COCC for the provision of federal family memberships.

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

Nays: None

N. YMCA—INVOICES (3)

Three (3) invoices from the YMCA for the provision of After School services at AMP 1 were presented to the Board for payment as follows:

Linden September 2020 to June 2021	\$16,680.29
Linden July 2021 to October 2021	7,850.56
Newland September 2021 to October 2021	<u>3,756.00</u>
Total	\$28,286.85

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

VOTED: To approve and authorize payment to the YMCA in the total amount of \$28,286.85 for After School program services with cost allocated to AMP 1.

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

Nays: None

O. MALDEN POLICE –INVOICES (5)

The Board Studied five (5) invoices from the Malden Police Department for police details provided at 630 Salem Street, 120 Mountain Avenue, 89 Pearl Street and Suffolk Manor as follows:

<u>DATED</u>	<u>INVOICE NO.</u>	<u>AMOUNT</u>
12/03/21	25874	\$ 928.89
12/04/21	25885	928.89
12/14/21	25927	2,167.41
12/16/21	25962	309.63
12/06/21	25973	<u>1,238.52</u>
	TOTAL	\$5,573.34.

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

VOTED: To pay the Malden Police Department the sum of \$5,573.34 for details services provided 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

P. MHA HOLIDAY PARTY

The Executive Director requested that the Board consider increasing funding for the MHA's Holiday Party meal count, Administrative Fee and the Gratuity in an amount up to are \$416 due to the number of invited guests accepting MHA's invitation to attend.

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

VOTED: To approve an increase in an amount up to \$416 if necessary to increase the meal count for MHA's Holiday Party.

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

Nays: None

Q. HUD'S RATE REDUCTION INCENTIVE AWARD CY2022

The Board reviewed a notice from U.S. Department of Housing and Urban Development ("HUD") for the rate reduction award in the amount of \$21,366 for the CY2022.

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

VOTED: To accept the Rate Reduction Incentive award from HUD in the amount of \$21,366.

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

Nays: None

R. DHCD FORMULA FUNDING AWARD -- FY 2025

The Board scrutinized a letter dated November 18, 2021 from DHCD awarding MHA the sum of \$213,316.68 in Formula Funding for FY2025 for MHA to undertake and complete capital projects at State-funded developments.

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

VOTED: To approve and authorize the Executive Director to accept DHCD's Formula Funding Award in the amount of \$213,316.68 for capital projects at State-funded developments for FY2025.

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

Nays: None

S. BCM CAMERA INSTALLATION

The Board reviewed a quote from BCM Controls in the amount of \$31,979.60 for the acquisition and installation of a surveillance system at Forestdale and authorization for the Executive Director to approve and submit the invoice for payment when received to DHCD through CapHub for processing.

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

VOTED: To approve a quote in the amount of \$31,979.60 from BCM Controls for the acquisition and installation of a surveillance system at MHA's Forestdale Development and to authorize the Executive Director to approve payment and submit the invoice when received to DHCD through the CapHub system for processing.

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

Nays: None

4. POLICIES AND CONTRACTS:

A. ANNUAL REQUIREMENT FOR MHA SUPERVISORS

The Executive Director requested from the Board waive the Personnel Policy's Annual Requirement for MHA Supervisors to complete employee evaluations for CY2021 due to the continuing impacts of the covid pandemic on employee attendance and performance.

VOTED: To approve the request to waive the annual employee evaluations for CY2021.

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

Nays: None

5. REVIEW OF CHARITABLE REQUESTS

A. MALDEN NEIGHBORHOOD BASKETBALL LEAGUE

The Board received a request for a donation from the Malden Neighborhood Basketball League.

After due discussion and upon motion duly made by John P. Matheson and seconded by William P. Hurley, it was suggested that \$150 be donated, it was unanimously

VOTED: To approve and authorize a donation to the Malden Neighborhood Basketball League in the amount of \$150 to be paid by the COCC

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

Nays: None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS:

A. The Board received a request from NERCNAHRO's to place an ad in their Mid-Winter Conference program book and to also attend this conference.

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

VOTED: To purchase a full-page ad for \$175 in the NERCNAHRO program book and to also approve registration, travel, hotel and other eligible cost to be paid by MHA for all Commissioners and staff desiring to attend NERCHANRO's Mid-Winter Conference.

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

Nays: None

B. NERC JOURNAL

C. NAHRO MONITOR

7. OPEN DISCUSSION

a) Other

b) suggested next meeting date: January 11, 2022 at 8:30 am

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.

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

Nays: None

Adjourned 10:00 AM


John P. Matheson, Secretary

SEAL