

**THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority, (MHA) was held on November 8, 2022, at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

COMMISSIONERS ATTENDING: John P. Matheson and Joan M. Chiasson

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REMOTELY: Mark A. Lawhorne and William P. Hurley

MHA STAFF: Stephen G. Finn, Edward J. Fahey, and Thomas P. Callaghan, Jr. Esq.

**1. APPROVAL OF MINUTES OF October 26, 2022**

The minutes of October 26, 2022 were presented to the Board for their review. After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the minutes of October 26, 2022

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

Nays: None

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

None

**3. FINANCIAL MATTERS**

**A. MJS CONSTRUCTION, INC. – CHANGE ORDER**

The Board examined a Change Order in the amount of \$61,910.81 from MJS Construction, Inc. that would increase the contract total to \$310,330.81. MJS Construction, Inc. requested the Change Order due to revision of the Original Scope and to complete additional work in the Linden basement water infiltration remediation project. The Executive Director noted that Linden is below sea level.

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 Change Order in the amount of \$61,910.81 and to authorize MHA to pay invoices issued for work completed on the project up to the total amount of the contract as increased by the Board.

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

Nays: None

**B. UNITED ELEVATOR - INVOICE**

The Board studied an invoice in the amount of \$28,975.00 for work completed on the 89 Pearl Street Elevator Modernization Project by United Elevator.

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

VOTED: To approve payment of the invoice in the amount of \$28,975.00 for work completed on the 89 Pearl Street Elevator Modernization Project with payment to be made by the CFP and to authorize the Executive Director to sign the Requisition.

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

Nays: None

**C. MA GROUP INSURANCE COMMISSION (GIC) – INVOICES (3)**

The Board analyzed three (3) invoices from MA GIC for health insurance coverage for the period of July through September 2022 as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
10/18/22	Employees	\$428,996.98
10/18/22	Retirees	\$112,048.53
10/18/22	Survivors	<u>\$8,705.64</u>
	<b>TOTAL</b>	<b><u>\$549,751.15</u></b>

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

VOTED: To approve payment of the three (3) invoices in the total amount of \$549,751.15 to MA GIC for health insurance coverage with payment to be allocated to various cost centers by the Finance Director.

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

Nays: None

**D. SG RISK MANAGEMENT CONSULTING - INVOICE**

The Board considered an invoice in the amount of \$736.25 for risk management and insurance consulting services provided for the month of October 2022 by SG Risk Management Consulting.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve payment of the invoice in the amount of \$736.25 from SG Risk Management Consulting for insurance consulting services with payment to be allocated as detailed on the invoice.

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

Nays: None

**E. MALDEN POLICE DEPARTMENT – INVOICES (6)**

The Board scrutinized six (6) invoices from the Malden Police Department in the total amount of \$4,025.19 as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
10/20/22	27808	\$619.26
10/25/22	27840	\$928.89
10/27/22	27865	\$309.63
10/28/22	27875	\$1,238.52
10/31/22	27884	\$619.26
11/1/22	27893	<u>\$309.63</u>
	<b>TOTAL</b>	<b><u>\$4,025.19</u></b>

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 of the six (6) invoices from the Malden Police Department in the total sum of \$4,025.19 for detail coverage at various MHA developments with cost allocated to the AMPs served.

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

Nays: None

**F. DHCD – AMENDMENT TO THE CONTRACT FOR FINANCIAL ASSISTANCE WORK PLAN #5001**

The Board reviewed an Amendment to the Contract for Financial Assistance Work Plan #5001 with an increase of \$9,103,077.00 from DHCD to fund the Forestdale 667-3 ModPhase Capital Construction Project.

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

VOTED: To approve and accept the Amendment to the Contract for Financial Assistance Work Plan #5001 with a new total in the amount of \$21,587,931.39 and to authorize the Board Chairperson and the Executive Director to sign and submit all requisite certifications and documentation to DHCD.

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**

None

6. **CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS**

A. **LINDA BRUCE – VACATION TIME REQUEST**

The Board discussed a request to carry over one (1) week of 2022 vacation time into 2023 from PH Specialist Linda Bruce.

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

VOTED: To approve Linda Bruce's request to carry over one (1) week of 2022 vacation time into 2023 provided that Ms. Bruce use the carried over vacation time in the first three (3) months of 2023.

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

Nays: None

B. **NERC/NAHRO – ANNUAL CONFERENCE**

The Board considered NERC/NAHRO's 2023 Annual Conference to be held in Portland, Maine from June 25-27, 2023.

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

VOTED: To approve to place an ad in the program at NERC/NAHRO's 2023 Annual Conference and to approve the staff and Commissioners to attend the same with all eligible expenses, including travel, hotels, and meals, to be paid or reimbursed by the COCC.

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

Nays: None

**7. OPEN DISCUSSION**

**A. MHA HOLIDAY PARTY**

The Board conversed about plans for the annual MHA Holiday Party and reviewed an initial invoice from Anthony's of Malden.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize MHA to conduct a holiday party for staff and invited guests at Anthony's of Malden and to approve a \$4,000.00 maximum budget for the MHA Holiday Party with the exact amount to be determined by the number of guests.

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

Nays: None

**B. MHA FISCAL YEAR END 2022**

The Board received MHA's Fiscal Year End Financial Statements required by DHCD.

For information only at this time.

**C. MHA DRESS CODE FUND DONATION**

The Board considered authorizing a donation to the MHA Dress Code and Outreach Program, which provides holiday presents to needy MHA tenants or voucher holders.

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 a contribution of \$2,000.00 from the COCC to the MHA Dress Code and Outreach Program.

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

Nays: None

**D. STATE AMERICAN RESCUE PLAN ACT (ARPA) FUNDING**

The Board examined an email from DHCD on revising the ARPA funding to include reopening the Rockland ramp and to include the Springdale fire alarm and the Rockland roof projects.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by John P. Matheson, it was unanimously

VOTED: To revise the CFP to reopen the Rockland ramp project and to include the Springdale fire alarm and the Rockland roof projects.

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

Nays: None

**E. HOLIDAY SCHEDULE**

The Board reviewed MHA's schedule for the upcoming Thanksgiving holiday.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve a Holiday time-off schedule inclusive of a noontime closing on Wednesday, November 23, 2022, one-half shopping day to be taken with Supervisor approval prior to calendar year end, and making the Friday after Thanksgiving a permanent Board approved holiday for MHA staff and Authorize the Executive Director to revise MHA's Personnel Policy accordingly.

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

Nays: None

11/08/2022

**ADJOURNMENT**

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

VOTED: To adjourn

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

Nays: None

Adjourned at 9:10 AM

  
Joan M. Chiasson, Secretary