

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority (“MHA”) was held on June 21, 2022 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

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

COMMISSIONERS ATTENDING
REMOTELY: Mark A. Lawhorne

MHA STAFF: Edward J. Fahey and Stephen G. Finn

MHA STAFF ATTENDING
REMOTELY: Thomas P. Callaghan, Esq.

1. APPROVAL OF MINUTES

There were no minutes presented at this time.

2. BILLS AND SIGNING OF CHECKS

A. The Board reviewed the Section 8 and MA Rental Voucher Program payments for the month of May, 2022, totaling \$1,374,268.25, and the Revolving Fund payments, totaling \$925,587.30.

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 the month of May, 2022.

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

Nays: None

3. FINANCIAL MATTERS

A. BLACKSTONE BLOCK ARCHITECTS - INVOICE

The Board considered an invoice dated June 2, 2022 in the amount of \$3,500 from Blackstone Block Architects for design work completed on the Springdale Door & Window Replacement Project.

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

VOTED: To approve for payment the above referenced invoice in the amount of \$3,500 from Blackstone Block Architects to be paid by the state public housing program and authorize the Executive Director to submit the invoice to DHCD through CapHub for processing.

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

Nays: None

B. AMERICAN SERVICE COMPANY – INVOICE

An invoice dated June 14, 2022 in the amount of \$1,050 from American Service Company for work completed on the Suffolk Manor Fore Alarm system upgrade project and authorization for the Executive Director to execute close out documentation was reviewed.

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

VOTED: To approve for payment the above referenced invoice in the amount of \$1,050 from American Service Company to be paid by the Capital Fund and authorize the Executive Director to execute close out documentation with the Company.

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

Nays: None

C. CARASOFT TECHNOLOGY CORPORATION (“CARASOFT”) - INVOICE

The Board studied a quote in the amount of \$1,799.10 from Carahsoft for a 1-year business license to utilize Zoom Video Communications.

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

VOTED: To approve for payment a quote in the amount of \$1,799.10 from Carahsoft for a 1-year business license to utilize Zoom Video Communications with cost to be allocated against all MHA cost centers.

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

Nays: None

At this point, Mark A. Lawhorne joined the meeting.

D. PROJECTDOG, INC.

An invoice dated June 2, 2022 in the amount of \$795 from Projectdog for an electronic bid publication of the Newland Street Fire Restoration project was perused by the Board. It was noted that this invoice is for a required rebid.

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

VOTED: To approve for payment the above referenced invoice in the amount of \$795 from Projectdog for bid publication with costs to be paid by insurance proceeds and/or AMP 1.

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

Nays: None

E. MYSTIC VALLEY ELDER SERVICES ("MVES") - INVOICE

The Board analyzed an invoice dated June 15, 2022 in the amount of \$13,576.50 from MVES for the provision of onsite Resident Service Coordinator services.

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

VOTED: To approve for payment the above referenced invoice in the amount of \$13,576.50 from MVES with costs to be paid by the AMPs served.

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

Nays: None

F. MALDEN POLICE – INVOICES

Four (4) Malden Police Invoices in the total amount of \$3,096.30 for details worked were scrutinized by the Board.

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

VOTED: To approve for payment four (4) Malden Police Invoices in the total amount of \$3,096.30 for details worked with cost allocated against the AMPs served.

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

Nays: None

G. BULLETPROOF SOLUTIONS – PURCHASE ORDER

The Board examined a Purchase Order in the amount of \$5,615.36 from Bulletproof Solutions to acquire 4 HP Laptop computers to be assigned to various staff.

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 quote and issuance of a Purchase Order in the amount of \$5,615.36 from Bulletproof Solutions to acquire 4 HP Laptop computers to be assigned to various staff with cost to be paid as allocated by the Procurement Director.

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

Nays: None

4. POLICIES AND CONTRACTS

A. PHA PLAN AND CAPITAL FUND PLAN – RESOLUTION #2022-02

The Board reviewed MHA's Federal Fiscal Year 2023 Annual PHA Plan, inclusive of HUD form 50077-ST-HCV-HP and all ACOP, Section 8 Administrative Plan and Public Housing Lease Maintenance Fee revisions and as referencing the MHA's 2022 – 2026 and 2023 – 2027 Five-Year Capital Action Plans including the 2022 and 2023 Capital Fund Annual Statements therein. The Executive Director noted the change to MHA's local preference to include Lynn and Chelsea.

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 MHA's Federal Fiscal Year 2023 Annual

PHA Plan, inclusive of HUD form 50077-ST-HCV-HP and to Approve and Adopt all ACOP, Section 8 Administrative Plan and Public Housing Lease Maintenance Fee revisions and as referencing the MHA's 2022 – 2026 and 2023 – 2027 Five-Year Capital Action Plans including the 2022 and 2023 Capital Fund Annual Statements therein, and to Authorize the Board Chairperson and the Executive Director to sign all required documents, and to further authorize the Executive Director to submit same electronically to HUD together with all requisite Attachments and Certifications signed by all required duly authorized and designated MHA and City of Malden, MA officials.

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

Nays: None

B. DHCD ANNUAL PLAN – RESOLUTION #2022-03

MHA's Fiscal Year 2023 DHCD Annual Plan, specifically MHA's Language Access Plan, Fair Housing Marketing Plan and Reasonable Accommodation and Modification Policy and Procedures, in the Plan, as required, together with all requisite Plans, Policies, Certifications and MHA's Capital Improvement Plan were scrutinized by the Board.

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

VOTED: To approve the MHA's Fiscal Year 2023 DHCD Annual Plan, and to Adopt and include all Plans and Policies, specifically MHA's Language Access Plan, Fair Housing Marketing Plan and Reasonable Accommodation and Modification Policy and Procedures, in the Plan, as required, and to Authorize the Executive Director to submit MHA's Annual Plan together with all requisite Plans, Policies, Certifications and MHA's 2023 Capital Improvement Plan electronically to DHCD.

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

Nays: None

5. REVIEW OF CHARITABLE REQUESTS:

A. MALDEN WARD 5 REQUEST FOR 4TH OF JULY

The Board considered a solicitation from the Ward 5 City Councilor for a contribution to the Ward's Fourth of July celebration.

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

VOTED: To approve a contribution of \$100 to the Ward 5 July Fourth celebration.

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

Nays: None

6. **CORRESPONDENCE, PUBLICATIONS, AND COMMUNICATIONS**

None

7. **OPEN DISCUSSION**

Other

ADJOURNMENT

After due discussion and upon motion duly made by Mark A. Lawhorne 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 9:15 AM



John P. Matheson, Secretary