

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on July 12, 2022 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

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

COMMISSIONER ATTENDING
REMOTELY: MARK A. LAWHORNE

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

1. APPROVAL OF MINUTES OF JUNE 21, 2022

The minutes of June 21, 2022 were presented to the Board for their review.

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 minutes of June 21, 2022.

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

Nays: None

2. BILLS AND SIGNING OF CHECKS

There were none.

3. FINANCIAL MATTERS

A. REQUEST FOR APPROVAL OF DEVANEY ENERGY PRICING

The Executive Director received approval via email poll sent to the Board on June 27, 2022 to acquire and contract for pricing of home heating oil from Devaney Energy at

\$4.59/ gallon for MHA properties for the upcoming winter of 2022 – 2023 to be paid by AMP 1.

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

VOTED: To confirm the poll approval to contract with Devaney Energy at \$4.59/gallon for MHA properties to be paid by AMP 1.

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

Nays: None

B. MALDEN HOUSING AUTHORITY COMPARATIVE REPORTS

The Board reviewed the Malden Housing Authority's Comparative Financials Reports for the month of April.

No further action was taken.

C. EXECUTIVE DIRECTOR WAGE REQUEST

The Board considered the Executive Director's request for a wage increase to \$164,711 annually in accordance with the Massachusetts Department of Housing and Community Development (DHCD) Public Housing Notice 2022 – 02, including a contract of employment for DHCD's approval.

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 wage increase for the Executive Director.

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

Nays: None

D. DECLARATION OF TRUST/RESTRICTIVE COVENANTS -- RESOLUTION 2022-04

The Board scrutinized the draft declaration of trust/restrictive covenants required by the US Department of Housing and Urban Development (HUD) for the real estate owned by MHA. Memorializing MHA's receipt of HUD's FY 2022 capital fund grant award. Once approved, the declaration of trust must be recorded at the Registry of Deeds.

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

VOTED: Be it resolved to approve the execution recording of the declaration of trust pursuant to HUD's consolidated annual contributions contract (No. NY468) dated March 26, 2020 and authorize MHA's chairperson and Sec. to execute the same.

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

Nays: None

E. REVISION OF MHA's DHCD APPROVED Capital Improvement Plan (CIP)

The Executive Director and the Director of Modernization presented to the Board for their review a revision to MHA's DHCD Approved CIP to add DHCD's targeted award of \$290,400 to complete a fire alarm upgrade project at Springdale.

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

VOTED: To authorize, approve and submit the revision of the CIP to DHCD's targeted award of \$290,400 for the fire alarm upgrade.

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

Nays: None

F. BLACKSTONE BLOCK ARCHITECTS – INVOICE

The Board studied an invoice from Blackstone Block Architects dated June 22, 2022 in the amount of \$10,941 for design work completed and reimbursement of Asbestos monitoring and air sampling services on the Springdale window and door replacement project to be paid by the state public housing program.

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 submit the invoice in the amount of \$10,941 for design services at the

Springdale Development to DHCD through CapHub for processing.

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

Nays: None

G. SOCOTEC AE CONSULTING, LLC - Invoice

An invoice in the amount of \$6,500 dated April 27, 2022 from Socotec AE Consulting, LLC for design work completed at the Forestdale 667-3 ModPhase project was studied by the Board.

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 payment to Socotec and authorize the Executive Director to submit the invoice to DHCD through CapHub for processing.

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

Nays: None

H. MANETTE DONOVAN INVOICES (3)

The Board analyzed three (3) invoices as follows:

Task Order #	Dated	Amount
MD#080420-1	6/16/22	892.50
MD#080420-2	6/16/22	\$ 1,662.50
MD#080420-3	6/16/22	787.50
	<u>TOTAL</u>	<u>3,342.50</u>

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 payment of (3) three invoices totally \$3,342.50 to Manette Donovan for services provided creating MHA's

Language Access Plan, MHA's Fair Housing Marketing Plan and MHA's Fair Housing Marketing Plan with all costs allocated between MHA's federal and state programs.

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

Nays: None

I. WEGOWISE – INVOICE

The Board examined an invoice from WegoWise in the amount of \$\$8,955 dated June 30, 2022, for the annual renewal of energy monitoring, verification and reporting on various MHA properties.

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 payment to WegoWise in the amount of \$8,955 for various properties with cost allocated to both federal and state programs.

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

Nays: None

J. YMCA—INVOICES -4

The Board studied four (4) invoices from the Malden YMCA as follows:

DATED	PROGRAM	AMOUNT
06/8/2022	Membership	\$ 4,166.67
07/7/2022	Membership	4,166.67
05/31/2022	Linden	2,476.81
05/31/2022	Newland	<u>2,233.67</u>
	TOTAL	\$13,043.82

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 (4) four invoices from the YMCA totaling \$13,043.82 for membership programs to be paid from the

COCC and the youth development programs paid for by AMP1, for the months of May and June 2022.

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

Nays: None

K. SIEMENS – INVOICE

The Board was presented with an invoice from Siemens dated July 1, 2022 in the amount of \$47,464 for their annual energy monitoring, verification and reporting on MHA's Energy Performance Contract (EPC) required by HUD.

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

VOTED: To approve the invoice in the amount of \$47,464 to Siemens with cost allocated to the EPC.

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

Nays: None

L. DIANE COHEN – INVOICE

The Board considered an invoice in the amount of \$625 dated July 1, 2022 for professional consulting services to the Occupancy and HUD assisted Public Housing departments.

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

VOTED: To approve the invoice in the amount of \$625 from Diane Cohen for consulting services with cost paid by the federal programs.

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

Nays: None

M. NELROD COMPANY

The Board reviewed documents from the Nelrod Company on a compensation analysis of MHA employee salaries and benefits.

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

VOTED: To table

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

Nays: None

N. JAMES M. HENNESSEY – INVOICES (2)

Two (2) invoices were presented to the Board for their consideration from James M. Hennessey each dated July 5, 2022. First, in the amount of \$\$1,440 for federal public housing hearings and the second in the amount of \$720 for inspectional services on the state properties.

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 two invoices from James M. Hennessey in the total amount of \$2160 with cost allocated to the COCC.

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

Nays: None

O. BCM CONTROLS – CHANGE ORDER

A change order from BCM Controls was examined by the Board in the amount of \$4,584.79 to add an additional electronic fob access system to the 2nd Occupancy Office entry door at 630 Salem Street and authorization to issue a Task Order to the company to complete this work.

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 change order from BCM Controls and issue a task order in the amount of \$4,584.70 to add additional electronic fob access to the 2nd Occupancy Office entry door, with cost paid by AMP 3.

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

Nays: None

P. WDG ENGINEERS – INVOICE

The Board analyzed an invoice from WDG Engineers in the amount of \$6,493 dated March 3, 2022, for design work completed on the Linden basement water penetration project.

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 dated March 3, 2022 in the amount of \$6,493 from WDG Engineers for work completed on Linden basements to be paid by AMP 1.

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

Nays: None

Q. BID APPROVAL UNICORN, INC—NEWLAND FIRE PROJECT

The Board studied an email from MKA Architects concerning the bid amount of \$395,000 from Unicorn, Inc as the sole bidder for the Newland fire insurance claim project.

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

VOTED: To conditionally approve the bid from Unicorn, Inc. as the most responsive and responsible bidder and award of the contract for the Newland Fire Claim Insurance project, subject to Housing Authority Insurance Group approving and funding the contract.

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

Nays: None

R. MALDEN POLICE DEPARTMENT- INVOICES (4)

The Board reviewed four (4) invoices from the Malden Police Department as follows:

Date	Invoice #	Amount
06/21/22	27190	\$1,238.52
06/27/22	27218	1,857.78
06/29/22	27239	619.26
06/30/22	27253	<u>309.63</u>
	Total	<u>\$4,025.19</u>

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

VOTED: To approve the (4) four invoices from the Malden Police Department totaling \$4,025.19 for detail worked with cost allocated to the AMP's served.

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

Nays: None

S. MANETTE DONOVAN- INVOICE

The Board considered an invoice dated July 5, 2022 in the amount of \$5,000 from Manette Donovan for preparation and in-person fair housing training for MHA Maintenance Staff.

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

VOTED: To approve the invoice from Manette Donovan in the amount of \$5,000 for training to the maintenance staff with costs allocated to AMP's served.

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

Nays: None

4. **POLICIES AND CONTRACTS**

A. **PERSONNEL POLICY**

The Board studied the revision of the personnel policy to memorialize the Executive Director's position being subject to DHCD NAGE Contract provisions for vacation and sick-leave accrual and sick-leave buy-back Administration.

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 adopt the revision to MHA's Personnel Policy.

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

Nays: None

B. **MANETTE DONOVAN CONTRACT CHANGE ORDERS (2)**

The Board analyzed a request to approve two change orders to MHA's contract with Manette Donovan, first to increase hours to be worked to complete both federal and state version of MHA's Language Access Plan, and the 2nd to increase hours to be worked to complete MHA's Fair Housing Marketing Plan.

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 two (2) change orders to Manette Donovan's contracts of increasing the hours to both contracts.

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

Nays: None

C. **AFFIRMATION ACTION GOAL, PLACEMENT RATE –**

RESOLUTION #2022-05

The Executive Director presented a need to to adopt the affirmative action goal and placement rate for DHCD assisted housing as included in MHA's fair housing form.

VOTED: To approve, adopt and implement for the next twelve (12) consecutive months the Affirmative Action Goal and Placement Rate for MHA's DHCD assisted State Elderly/ Handicapped

Public Housing Program each as included on the MHA's Fair Housing Form created with data provided by the weblink to the US Census based Fair Housing Tool available in DHCD Public Housing Notice 2021-14, and to authorize the Executive Director and/or his Designee to submit same electronically to DHCD through CHAMP as required.

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 adopt the Affirmative Action Goal and Placement Rate as described above.

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) NEAHMA'S 2022 EXPO

The Board perused a request for maintenance staff to attend New England Affordable Housing Management Association (NEAHMA) 2022 Expo September 14, 2022 at Gillette Stadium, including approval of staff to stay at the Hilton Hotel at Patriot Place for one night prior to the event, with all eligible hotel, meals, non-alcoholic drink and travel cost to be paid or reimbursed by the MHA as allocated by the Finance Director.

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

VOTED: To approve the Maintenance staff to attend the NEAHMA Expo on September 14, 2022 and to stay at the Hilton Hotel at Patriot Place.

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

Nays: None

b) MASS NAHRO ANNUAL GOLF SCHOLARSHIP

The Board reviewed a request to sponsor a tee for Mass NAHRO Past President's Memorial Scholarship Fund.

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

VOTED: To approve and authorize a donation to the Mass NAHRO Golf Scholarship in the amount of \$125.

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

Nays: None

c) **LEO DAUWER MEMORIAL COMMISSIONERS CONFERENCE**

The Board reviewed the information for the Leo P. Dawer Memorial Conference for Commissioners.

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

VOTED: To approve for Commissioners to register, reserve hotel and travel to a session of the 2022 Leo P. Dauwer Memorial Conference will all eligible Conference, hotel, meal, non-alcoholic drink and travel cost to be paid or reimbursed by the COCC.

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

Nays: None

d) **MRI ASCEND 2022 CONFERENCE**

The Board studied a notice inviting staff to attend the 2022 conference from October 22 to October 27 from MRI Software's Ascend in New Orleans at the Hyatt Regency.

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 appropriate MHA staff to register, reserve hotel, and travel to the MRI's Ascend 2022 Conference from October 22 – October 27, with all eligible Conference,

hotel, meal, non-alcoholic drink and travel cost to be paid or reimbursed by the appropriate MHA cost center.

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

Nays: None

e) **NAN MCKAY--FSS AND ROSS PROGRAMS**

The Board reviewed the information from Nan McKay concerning a workshop for the FSS and Ross Programs offered to the staff.

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

VOTED: To approve the staff to attend the company's virtual FSS Action Plan Workshop and acquire Nan McKay's Model Subscription service to be paid by each program.

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

Nays: None

f) **STAFF RETIREMENT**

The Executive Director requested the Board's approval to use the MHA's credit card for the retirement of Cheryl Fusco on July 29, 2022 and authorization staff to attend a luncheon in her honor

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 allow the use of the MHA's credit card to pay for a retirement luncheon in honor of retiring Cheryl Fusco from the Occupancy Department.

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

Nays: None

f) **NAHRO Monitor**

g) MassNAHRO News

h) Triangle –Thank you for donation

7. **OPEN DISCUSSION**

Other

ADJOURNMENT

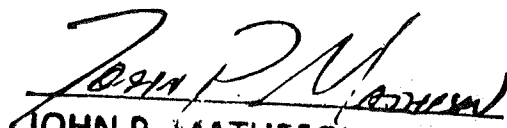
After due discussion and upon motion duly made by William P. Hurley and seconded by John P. Matheson, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 9:30 AM


JOHN P. MATHESON