

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on August 9, 2022, at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

COMMISSIONERS ATTENDING: Mark A. Lawhorne, William P. Hurley and Joan M. Chiasson

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REMOTELY: John P. Matheson

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

1. APPROVAL OF MINUTES OF JUNE 14, 2022

The minutes of June 14, 2022 were presented to the Board for their review. 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 minutes of June 14, 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

The Board reviewed the following: 1.) Section 8 and MA Rental Voucher Program payments for the month of June 2022 totaling \$1,360,784.25; 2.) Revolving Fund payments totaling \$2,261,392.87 for June; 3.) Section 8 and MRVP Leased Housing payments of \$1,375,602.25 for July; and 4.) Revolving Fund payments for July totaling \$548,809.17.

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 bills and signing of checks for the months of June 2022 and July 2022

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

Nays: None

3. FINANCIAL MATTERS

A. REQUEST FOR APPROVAL TO CONTRACT WITH RUSSO BARR

The Executive Director received approval via email poll sent to the Board of Commissioners on July 28, 2022, requesting approval to make bid award and authorize the Executive Director to contract with Russo Barr as the most responsive and responsible bidder in the amount of \$54,500 with cost to be paid by the CFP.

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

VOTED: To confirm the poll approval to award the bid and allow the Executive Director to contract with Russo Barr for the 89 Pearl Street Roof Replacement project.

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

Nays: None

B. REQUEST FOR APPROVAL TO ISSUE TASK ORDER TO UNITED ELEVATOR

The Executive Director received the Commissioners' approval via email poll on July 20, 2022, for issuance of Task Order to United Elevator to conduct a study of replacing the 89 Pearl Street and 557 Pleasant Street generators to enable a minimum of one elevator being powered during power outages at a cost of \$16,200 with payment to be made by the CFP or the AMP's served.

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

VOTED: To confirm the poll approval and issuance of the task order to United Elevator to conduct a study of replacing 89 Pearl Street and 557 Pleasant Street generators to enable elevator power during outages at a cost of \$16,200 with payment to be made by the CFP or AMP's served.

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

Nays: None

C. REVIEW OF MHA's FINANCIALS FOR MAY 2022

May financials were presented. No further action required.

D. REVIEW OF MHA's COMPARATIVE FINANCIALS FOR MAY 2022

May comparative financials were transmitted. No further action required.

E. UNITED ELEVATOR – INVOICE

The Board was presented with an invoice from United Elevator dated July 25, 2022, in the amount of \$39,662.50 for work completed on 89 Pearl Street rehabilitation project with payment from the CFP.

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 United Elevator for work completed on the 89 Pearl Street rehabilitation project in the amount of \$39,662.50.

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

Nays: None

F. ALPHA CONTRACTING REQUISITION

The Board studied a requisition from Alpha Contracting in the amount of \$35,843.53 dated July 25, 2022, for work completed on the Springdale Door and Window Replacement Project.

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 requisition in the amount of \$35,843.53 for work completed on the Springdale door and window project to be paid from the State program.

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

Nays: None

G. U.S. INSPECTION GROUP—INVOICES (8)

The board examined eight (8) invoices for unit inspections all dated July 21, 2022, from the U.S. Inspection Group as follows:

Invoice #	Development	Amount
237325	Newland	\$ 3,696
237331	Salem Street	3,024
237327	Suffolk Manor	2,856
237330	Pleasant Street	2,394
237329	Forestdale/Springdale	2,310
237328	Mountain Avenue	1,708
237332	Pearl Street	1,540
237326	Linden	<u>1,400</u>
	TOTAL	\$ 18,928

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 eight (8) invoices from U. S. Inspection Group, Inc. in the total amount of \$18,928 for completing MHA's required 2022 UPCS Inspections of MHA's AMPs and updating of fixed assets at all developments with state cost to be paid by the state program or COCC

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

Nays: None

H. SECTION 8 & PUBLIC HOUSING UTILITY ALLOWANCE

The Board studied three (3) bids on the MHA's annual Section 8 and Public Housing Utility Allowance chart for FY2023, in the bid amounts as follows:

Name:	Amount:
Northeast Utility Consultants, LLC	\$950
Happy Software	550
Alan Fox Consulting	NR

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

VOTED: To award the bid as the most responsive and responsible bidder to Northeast Utility Consultants, LLC for MHA's Section 8 and Public Housing Utility Allowance chart for one year, FY2023, in the bid amount of \$950 with the right to extend an additional consecutive four (4) one (1) year terms in MHA's sole discretion, and authorize the Executive Director to sign a contract in the bid amount.

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

Nays: None

I. MICHAEL KIM ASSOCIATES—INVOICE

The Board considered an invoice from MKA dated July 26, 2022, in the amount of \$3,000 for re-bid administration on Newland Street Fire Restoration 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 the invoice from MKA in the amount of \$3,000 for services on the re-bid of the Newland fire restoration project 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

J. STAFF SUMMER COOKOUTS

The Board reviewed the request for various MHA department heads to use MHA's credit card to fund and conduct summer moral boosting cookouts for Public Housing and Section 8 staff.

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 use of the MHA's credit card to fund summer Staff Team Building cookouts.

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

Nays: None

K. HOUSING AUTHORITY INSURANCE GROUP ("HAIG GROUP")

The Board reviewed the Housing Authority Group insurance policies for fiscal year 2023 as follows:

- a) Property
- b) Supplemental Property
- c) Commercial Liability
- d) Cyber
- e) Lead Paint Liability
- f) Commercial Auto
- g) Supplemental Auto

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 renewal of the insurance policies for the new fiscal year 2023 with Housing Authority Insurance Group.

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

Nays: None

L. YMCA INVOICES (2)

Two invoices from the YMCA were submitted to the Board for their review as follows:

<u>DATED:</u>	<u>INVOICE</u>	<u>AMOUNT</u>
06/30/2022	Newland Street After School Program	\$2,830.14
06/30/2022	Linden Street Program	<u>2,111.58</u>
	Total	<u>\$4,941.72</u>

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

VOTED: To approve and authorize payment to the Malden YMCA in the total sum of \$4,941.72 with payment made from AMP 1.

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

Nays: None

M. MYSTIC VALLEY ELDER SERVICES "MVES" – INVOICE

The Board analyzed an invoice from MVES dated July 11, 2022, in the amount of \$14,922.07 for Resident Service Coordinators at the various Federal Developments.

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

VOTED: To approve and authorize payment to MVES in the sum of \$14,922.07 from the Federal AMPs served.

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

Nays: None

N. SG RISK MANAGEMENT CONSULTING

The Board reviewed an invoice from SG Risk Management Consulting dated August 1, 2022, in the amount of \$950 for the provision of insurance consulting services for the months of June and July 2022.

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 SG Risk Management Consulting in the amount of \$950 with payment to be made from the COCC and AMPs designated on the invoice.

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

Nays: None

O. DIANE COHEN — INVOICE

The Board studied an invoice from Diane Cohen dated August 3, 2022, in the amount of \$437.50 for professional consulting services provided to the Occupancy Hud assisted public housing and section 8 departments.

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 Diane Cohen in the amount of \$437.50 with costs paid by the federal program and section 8.

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

Nays: None

P. MANETTE DONOVAN – INVOICES (2)

Two invoices were presented to the Board from Manette Donovan. The first in the amount of \$3,237.50 for professional services on MHA's Language Access Plan and the second in the amount of \$962.50 for MHA's Fair Housing Marketing Plan.

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 two invoices from Mannette Donovan for a total sum of \$4,200 with payment to be made by all Housing Authority programs.

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

Nays: None

Q. MALDEN POLICE DEPARTMENT—INVOICES (8)

The Board studied eight (8) invoices from the Malden Police Department in the total amount of \$6,192.60 for details worked as follows:

<u>DATE</u>	<u>INVOICE</u>	<u>AMOUNT</u>
7/11/22	27282	\$ 2,477.04
7/14/22	27296	309.63
7/18/22	27311	1,238.52
7/22/22	27239	619.26
7/25/22	27338	309.63
7/26/22	27345	619.26
7/28/22	27369	309.63
08/01/22	27382	<u>309.63</u>
	<u>TOTAL</u>	<u>\$6,192.60</u>

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 eight (8) invoices from the Malden Police Department totaling \$6,192.60 for details worked with cost allocated against the AMP's served.

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

a) Malden Neighborhood Basketball League donation (\$150 recommended)

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

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

VOTED: To donate \$150 from the COCC to the Neighborhood Basketball League.

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

Nays: None

b) MA Special Olympics donation (\$100-\$200 recommended)

The Board considered a donation request from MA Special Olympics.

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

VOTED: To donate \$150 from the COCC to the MA Special Olympics.

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

Nays: None

- c) Hole sponsorship for the Annual NERC Nahro Scholarship Tournament (\$150 Recommended)

The Board reviewed a flyer from the Nerc Nahro to sponsor a hole at their Golf Tournament. After due discussion and motion duly made by John P. Matheson and seconded by William P. Hurley, it was unanimously

VOTED: To approve the sponsorship donation of \$150 from the COCC to the NERCNAHRO Scholarship Golf Tournament

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**

A. NELROD SALARY AND BENEFIT ANALYSIS

The Executive Director provided the Board with a proposal from Nelrod for a salary and benefit analysis for MHA staff.

For information only.

B. MASSACHUSETTS ASSOCIATION OF HOUSING ADMINISTRATIVE STAFF (MAHAMS)

The Board considered information on the MAHAMS Annual Conference Sept 19-22.

VOTED: To approve maintenance staff attendance and to pay for all eligible costs associated with staff attending.

Section 8 Administrators Association Annual Meeting

A request from Program Director, Yolanda Velazquez, for her staff to attend the Annual Meeting of the Section 8 Administrators Association was reviewed 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 Section 8 staff attending the Annual Meeting and Luncheon held by the Section 8 Administrators Association with cost paid by Section 8.

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

Nays: None

D. VACATION TIME NEW SECTION 8 EMPLOYEE

The Board discussed the request of Section 8 Generalist, Irma Molina, formerly employed by the Medford Housing Authority, to use earned vacation time that will accrue upon the completion of her 6-month probationary period with MHA.

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

VOTED: To allow Ms. Molina to utilize vacation time early and offset same with time she will accrue upon completion of her 6-month probationary period of employment with MHA.

E. PAYMENT OF APPROVED CONTRACTS

The Board and the Executive Director discussed the payment of invoices on capital construction contracts the Board has approved. It was agreed the Executive Director will periodically update the Board, but the individual invoices within the approved contract amount or as same is revised by Board approval of a change order will not require a Board vote.

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

VOTED: To allow the Executive Director to pay regular invoices under approved contracts and as same may be revised by Board approved change orders

ADJOURNMENT

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

VOTED: To adjourn

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

08/09/2022

Nays: None

Adjourned at 9:25 AM



John P. Matheson, Secretary