

## THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, ("MHA") was held on June 14, 2022 at 9:00 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

COMMISSIONERS ATTENDING: Joan M. Chiasson, Mark A. Lawhorne and John P. Matheson

COMMISSIONERS ATTENDING

REMOTELY: William P. Hurley

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

### 1. APPROVAL OF MINUTES OF MAY 10, 2022 AND MAY 31, 2022

The minutes of May 10, 2022 and May 31, 2022 were presented to the Board for their review. 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 minutes of May 10, 2022 and May 31, 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 ALPHA CONTRACTING – INVOICE

The Executive Director received approval via email poll sent to the Board on June 7, 2022 requesting approval to pay an invoice dated May 20, 2022 in the amount of \$85,804 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 confirm the poll approval to pay Alpha Contracting for the window and door replacement project at Springdale with cost to be paid by the state program.

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

Nays: None

**B. PROPOSAL FOR HOUSEKEEPING SERVICES**

The Board considered the proposal for housekeeping inspections of Public Housing applicant families from only one responder, Geosite Environmental, at the cost of \$68 per inspection.

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 bid as the most responsive and responsible and authorize the Executive Director to sign a one year contract with the company with the sole discretion in MHA to extend the contract for up to four (4) consecutive one-year terms at a cost of \$68 per inspection with the cost to be paid by the programs served.

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

Nays: None

**C. WDG DESIGN- TASK ORDER**

A quote and task order dated June 1, 2022, in the sum of \$28,100, was studied by the Board from WDG Design for complete design work to resolve various basement flooding issues with Linden.

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 quote in the amount of \$28,100 from WDG Design Group for the work to resolve various basement issues at Linden with costs to be paid by AMP 1

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

Nays: None

**D. SUBMISSION OF MHA'S FY2021 HUD SINGLE ACT AUDIT AND DHCD AUP**

For information only

**E. MARCUM LLP-INVOICE**

The Board analyzed an invoice dated May 31, 2022 in the amount of \$9,525 from Marcum Accountants for the audit work completed on MHA's FY2021 Single Act Audit and Agreed-Upon Procedures (AUP)

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 payment of \$9,525 to Marcum LLP, for work completed on the audit with cost allocated as determined by the Finance Director.

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

Nays: None

**F. MALDEN CONTRIBUTORY RETIREMENT SYSTEM**

The Board examined the invoice received by the Malden Contributory Retirement System dated June 6, 2022, for Fiscal Year 2023 in the amount of \$1,622,277 and discussed payment in full to avoid interest costs.

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 total pre-payment of MHA's Malden Contributory Retirement System Appropriation for Municipal Fiscal Year 2023 in the amount of \$1,622,277.

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

Nays: None

**G. JAMES M. HENNESSEY – INVOICES (2)**

Two invoices both dated June 2, 2022 were presented to the board for consideration, the first in the amount of \$1,125 for State Development inspections and the second in the amount of \$1,560 for Federal informal hearing and Section 8 informal 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 payment of both invoices from James M. Hennessey in the total sum of \$2,685.

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

Nays: None

**H. DIANE COHEN – INVOICE**

The Board scrutinized an invoice from Diane Cohen dated June 3, 2022 in the amount of \$750 for professional consulting services provided to MHA's Occupancy and 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 the payment of \$750 to Diane Cohen for professional consulting services provided to Malden Housing Authority to Occupancy and federal Public Housing Staff.

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

Nays: None

**I. MANETTE DONOVAN—INVOICE**

An invoice from Manette Donovan in the amount of \$2,500 dated May 5, 2022 for consulting and training pertaining to Fair Housing for the Malden Housing Staff was analyzed.

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 of \$2500 to Attorney Manette Donovan for Fair Housing Training provided to MHA with cost to be paid by federal and state public housing, the voucher program and the COCC.

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

Nays: None

**J. SG RISK MANAGEMENT—INVOICE**

An invoice from SG Risk Management in the amount of \$1,045 dated June 3, 2022 was reviewed by the Board for the provision of consulting services for the month of May 2022.

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

VOTED: To approve payment of invoice dated June 3, 2022 for insurance consulting services provided by SG Risk Management in the amount of \$1,045 with payment to be made by COCC and those AMPs designated on the invoice.

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

Nays: None

**K. MALDEN POLICE DEPARTMENT- INVOICES (5)**

The Board perused five Malden Police invoices as follows:

<u>DATED</u>	<u>INVOICE</u>	<u>AMOUNT</u>
5/26/22	27031	\$1,238.52
5/27/22	27043	309.63
5/27/22	27053	309.63
6/01/22	27062	928.89
6/06/22	27089	619.26
	<u>Total</u>	<u>\$3,405.93</u>

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 of \$3,405.93 to the Malden Police Department for details provided with costs allocated to the AMP's served.

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

Nays: None

**L. HR DIRECTOR RALEIGH CAMPILLO SALARY**

The Board considered the request to increase the salary of Raleigh Campillo, Human Resource Director from \$65,000 to \$70,000 effective June 1, 2022 upon his satisfactory completion of his (6) six month probationary period of employment in compliance with offer of employment from MHA.

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 increase in Raleigh Campillo's salary to \$70,000.

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

Nays: None

**4. POLICIES AND CONTRACTS**

**A. STATE HOUSING PROGRAM FAIR HOUSING**

The Board was presented with the MHA's State Housing Program Fair Housing Marketing Plan and inclusion of same in MHA's DHCD FY2023 Annual Plan submission process.

VOTED: To Table

**B. STATE HOUSING PROGRAM LANGUAGE ACCESS PLAN (LAP)**

The Board was presented with the MHA's State Housing Program Language Access Plan and inclusion of same in MHA's DHCD FY2023 Annual Plan submission process. With additional drafting required, the Plan is for information only.

**5. REVIEW OF CHAIRITABLE REQUESTS**

**TRIANGLE INC ANNUAL GOLF TOURNAMENT**

The Board reviewed the solicitation from Triangle Inc. regarding it's annual Golf Tournament.

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

VOTED: To approve a donation of \$250 to Triangle, Inc. for it's Golf Tournament.

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

Nays: None

**6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS**

None

Nays: None

6. **CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS**

None

7. **OPEN DISCUSSION**

a. Discussion of MHA FY2023 Joint Public Hearings and PHA and Annual Plans;  
Consideration of Approving and Authorizing Submission of each of same.

b. Next meeting June 21, 2022

**ADJOURNMENT**

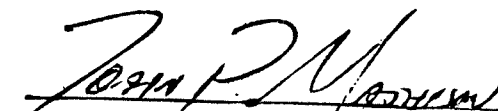
After due discussion and upon motion duly made by William P. Hurley and seconded by John P. Matheson, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 9:40 AM

  
**JOHN P. MATHESON**