

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on September 13, 2022, at 8:40 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

COMMISSIONERS ATTENDING
REMOTELY: Mark A. Lawhorne

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

1. APPROVAL OF MINUTES

The Minutes of the August 9, 2022 Meeting were presented to 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 August 9, 2022 Meeting Minutes.

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 bills and checks for the month of August 2022:
1) Section 8 and MA Rental Voucher Program payments totaling \$1,403,509.25; and 2)
Revolving Fund payments totaling \$785,530.82.

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 bills and signing of checks for the month of
August 2022.

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

Nays: None

3. **FINANCIAL MATTERS**

A. **MHA COMPARATIVE FINANCIALS FOR THE MONTH OF JULY 2022**

Presented for Members edification and review.

B. **CONFIRMATION OF POLL APPROVAL OF DONATION TO MALDEN PUBLIC SAFETY DAY**

The Executive Director requested Confirmation of a poll approval to donate \$1,600 to the Malden Fire and Police Departments in support of Malden's Public Safety Day scheduled for Linden Park and School on Sunday October 9, 2022.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was confirmed that the poll vote was made.

VOTED: To Confirm the Approval of the donation of \$1,600 to the Malden Fire and Police Departments in support of Malden's Annual Public Safety Day Event scheduled for October 9, 2022

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

Nays: None

C. **CONFIRMATION OF POLL APPROVAL TO PAY PHILADELPHIA INSURANCE INVOICE**

The Executive Director requested Confirmation of a poll approval to pay an invoice in the amount of \$5,203 from Philadelphia Insurance Companies for the renewal of MHA's Officers and Directors Policy from 10/1/2022 to 10/1/2023.

After due discussion and upon motion duly made by John P. Matheson and seconded by William P. Hurley, it was confirmed that the poll vote was made.

VOTED: To approve the payment of \$5,203 to the Philadelphia Insurance Companies for the renewal of MHA's Officers and Directors Policy from 10/1/2022 to 10/1/2023

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

Nays: None

D. PRESENTATION AND DISCUSSION OF MHA'S PROPOSED FY2023 BUDGET

The Executive Director presented a draft version of MHA's proposed FY2023 Budget to the Board and requested same be tabled so Members could review the budget and be prepared to vote on same at the next Regularly scheduled Board Meeting.

Motion to table was made by William P. Hurley and seconded by Joan M. Chiasson.

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

Nays: None

E. SECTION 8 PAYMENT STANDARDS AND PUBLIC HOUSING FLAT RENTS

The Executive Director informed the Board that HUD had published the FY 2023 Fair Market Rents and that he had discussed establishing MHA's FY 2023 Section 8 Payment Standards with Section 8 Director, Yolanda Waldman, and MHA's FY 2023 Flat Rents with Public Housing Director, Jen Carlson. Director Waldman recommended continuing with and adopting MHA's FY 2023 Payment Standards for the Boston-Cambridge-Quincy, MHA-NH HUD Metro FMR Area as 100% of HUD's Final Published FY2023 Fair Market Rents for this HUD Metro FMR Area by Bedroom Size, and also recommended MHA continue with and adopt HUD's final published FY 2023 FMR's as MHA's FY 2023 Payment Standards at 100% by bedroom size for for all other FMR Areas in which MHA administers vouchers, to be implemented on December 1, 2022. Public Housing Director, Jen Carlson, recommended that MHA adopt HUD's published FY 2023 FMRs as MHA's FY 2023 Flat Rents at 85% by bedroom size, also to be implemented on December 1, 2022.

Boston-Cambridge-Quincy, MHA-NH HUD Metro FMR Area (FY2023 – Sect. 8/100%)

Efficiency	\$2,025
One Bedroom	\$2,198
Two Bedroom	\$2,635
Three Bedroom	\$3,207
Four Bedroom	\$3,540

Boston-Cambridge-Quincy, MHA-NH HUD Metro FMR Area (FY2023 – PH/85%)

Efficiency	\$1,721.25
One Bedroom	\$1,868.30
Two Bedroom	\$2,239.75
Three Bedroom	\$2,725.95
Four Bedroom	\$3,009

Lowell, MA HUD Metro FMR Area (FY2022 – Sect. 8/100%)

Efficiency	\$1,340
One Bedroom	1,490
Two Bedroom	1,995
Three Bedroom	2,379
Four Bedroom	2,626

Brockton, MA HUD Metro FMR Area (FY2022 – Sect. 8/100%)

Efficiency	\$1,246
One Bedroom	1,415
Two Bedroom	1,863
Three Bedroom	2,375
Four Bedroom	2,708

Lawrence, MA-NH HUD Metro FMR Area (FY2022 – Sect. 8/100%)

Efficiency	\$1,188
One Bedroom	1,377
Two Bedroom	1,776
Three Bedroom	2,162
Four Bedroom	2,386

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 Adopt HUD's final published FY2023 FMRs for the Boston-Cambridge-Quincy HUD Metro FMR Area as MHA's FY 2023 Section 8 Program Payment Standards at 100% by bedroom size and to approve and adopt HUD's final published FY2023 FMRs for each of the Lowell, Lawrence and Brockton FMR Areas as MHA's FY 2023 Section 8 Program Payment Standards at 100% by bedroom size, and that MHA also adopts HUD's final published FY2023 FMRs for the Boston-Cambridge-Quincy HUD Metro FMR Area at 85% by bedroom size as MHA's FY 20223 Public Housing Program Flat Rents

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

Nays: None

F. ALLOWANCE FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES

The Board reviewed the MHA's proposed FY2023 Utility Allowances for various building and appliance types to be utilized in both MHA's Section 8 Program Administration and by MHA's Public Housing Administration of the Linden Family development.

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

VOTED: To approve MHA's FY2023 utility allowances for various buildings and appliance types to be utilized in both MHA's Section 8 program administration and in MHA's Public Housing program administration of the Linden Family Development.

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

Nays: None

G. ALPHA CONTRACTING -CHANGE ORDER

The Board reviewed a no-cost change order dated August 15, 2022 from Alpha Contracting on the Springdale door and window replacement project to adjust total contract length to increase same by 184 days due to project delays caused by covid -19.

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 change order dated August 15, 2022 from Alpha Contracting to extend the contract date for 180 days and authorization for the Executive Director to sign and to submit same to DHCD through CapHub.

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

Nays: None

H. ALPHA CONTRACTING CERTIFICATE OF SUBSTANTIAL COMPLETION

The Board studied a Certificate of Substantial Completion dated August 15, 2022, from Alpha Contracting on the Springdale Door and Window Replacement project.

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 Certificate of Substantial Completion and Authorize the Executive Director to sign and submit same to DHCD through CapHub

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

Nays: None

I. UNITED ELEVATOR COMPANY, INC. – INVOICE

The Board considered a requisition for payment dated August 25, 2022, from United Elevator Company in the amount of \$104,871.45 for work completed on the 89 Pearl Street modernization project.

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

VOTED: To pay the Requisition for Payment from United Elevator in the amount of \$104,871.45 for work completed on the 89 Pearl Street elevator modernization project with payment to be made by the CFP.

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

Nays: None

J. WATERFIELD DESIGN GROUP – INVOICES (3)

The Board analyzed three (3) invoices from WDG , the 1st dated August 8, 2022 in the amount of \$14,866, the 2nd dated September 7, 2022 in the amount of \$3,822 and the 3rd dated August 29, 2022 in the amount of \$862.54, all for design completed on the Linden basement water infiltration prevention project to be paid by AMP 1

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 pay the three invoices totaling \$19,550.54 for design work completed on the project, with each invoice to be paid by AMP 1.

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

Nays: None

K. BID FROM MJS CONSTRUCTION ON LINDEN BASEMENT

The Board reviewed the bid proposal recommended as the most responsive and responsible bidder for the Linden basement water infiltration prevention project in the amount of \$248,420 dated August 29, 2022 from MJS Construction.

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 bid and Authorize MHA to execute a contract in the amount of \$248,420 with MJS Construction as the Most Responsive and Responsible Bidder on the Linden basement water infiltration prevention project and to pay all invoices received for completed project work up to the contract amount from AMP 1.

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

Nays: None

L. MANETTE DONOVAN – (2) INVOICES

Two invoices from Manette Donovan, both dated August 11, 2022, the 1st in the amount of \$3,412.50 for work completed on MHA's Language Access Plan and 4 Factor Analysis, and the 2nd in the amount of \$175 for work completed on MHA's Fair Housing Marketing Plan, were 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 payment of both invoices from Attorney Manette Donovan in the total amount of \$3,587.50 for work completed on MHA's Language Access Plan, 4 Factor Analysis and Fair Housing Marketing Plan, with payment to be made by all programs, inclusive of the COCC

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 dated August 24, 2022 in the amount of \$14,564.22 from MVES for the provision of onsite Resident Service Coordinator services.

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

VOTED: To approve payment of the invoice from MVES in the amount of \$14,564.22 to be paid by AMP's 2, 4, 5 and 6.

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

Nays: None

N. JAMES M. HENNESSEY – INVOICE

The Board considered an invoice dated August 16, 2022 in the amount of \$990 from James M. Hennessey for conducting inspections at the Forestdale State Development.

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 the invoice in the amount of \$990 for state public housing program inspectional services to be paid by the state program and/or the COCC

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

Nays: None

O. DIANE COHEN—INVOICE

The Board considered an invoice dated September 5, 2022 in the amount of \$500 from Diane Cohen for professional consulting services provided to MHA's Occupancy, HUD and State assisted Public Housing and Section 8 departments.

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

VOTED: To approve payment of the invoice in the amount of \$500 from Diane Cohen for professional consulting services with cost paid by each program and/or the COCC for the state program.

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

Nays: None

P. MALDEN POLICE DEPARTMENT – INVOICES (9)

The Board studied nine (9) invoices from the Malden Police Department in the total amount of \$6,192.60 for details worked as follows:

Dated	Invoice No.	Amount
8/08/2022	27407	\$ 1,548.15
8/08/2022	27418	309.63
8/11/2022	27439	309.63
8/15/2022	27450	928.89
8/22/2022	27496	619.26
8/24/2022	27505	928.89
08/25/2022	27526	309.63
08/29/2022	27533	309.63
09/06/2022	27552	928.89
	Total	\$6,192.60

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 the nine (9) invoices from the Malden Police in the total amount of \$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

Q. VACATED TENANT BALANCES ("VTB")

The Executive Director discussed the need to vacate federal and state public housing tenant account receivable balances in the total amount of \$6,398.90 as listed below prior to fiscal year end:

State 667	\$ 2,079.00
AMP 1	1,232.50
AMP 2	.00
AMP 3	376.00
AMP 4	150.00
AMP 5	2,062.00
AMP 6	<u>499.40</u>
TOTAL	\$ 6,398.90

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 vacating all federal and state public housing Tenant Account Receivable Balances in the total amount of \$6,398.90.

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

Nays: None

R. SG RISK MANAGEMENT CONSULTING – INVOICE

The Board examined an invoice dated September 7, 2022 in the amount of \$1,306.25 from SG Risk Management Consulting for consulting services provided for the month of August.

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 the invoice in the amount of \$1,306.25 for consulting services with payment allocated as detailed on the invoice.

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

Nays: None

S. PROPOSAL OF BID FOR VEHICLE MAINTENANCE

The Board reviewed the bid proposal for the MHA Vehicle Maintenance and Repair.

Stoneham Ford was recommended as the most responsive and responsible bidder with a bid in the amount of \$159/hour for maintenance and repair of MHA vehicle fleet.

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

VOTED: To approve bid award to and contract with Stoneham Ford for maintenance and repair of MHA's vehicle fleet for a one-year term at a cost of \$159/hour with MHA having the option in its sole discretion to extend the award up to four (4) additional and consecutive one-year terms.

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

Nays: None

T. PROPOSAL OF BID FOR HARDWARE AND VARIOUS SUPPLIES

The Board studied bid responses on the Hardware and Various item supply solicitation.

Home Décor Group was recommended as the most responsive and responsible respondent by offering discounted pricing of twenty (20%) percent off shelf advertised price.

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 of and authorization to sign a contract with Home Décor Group on MHA's Hardware and Various item supply solicitation and authorize the Executive director to sign a one-year contract with the company with MHA having the option to extend the award up to four (4) additional and consecutive one-year terms in its sole discretion, with payment to be made by the cost center to which each vehicle requiring work is assigned.

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

Nays: None

U. PROPOSAL OF BID FOR IQC-TRANSLATION/INTERPRETER LANGUAGE SERVICES

The Board reviewed bid responses on the Translation/Interpreter Language Services IQC. Baystate Interpreters at the bid rate of \$65/hour and Homeland Language Services at the bid rate of \$75/hour were each recommended to be determined as Most Responsive and Responsible bidder.

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 award the bid on MHA's Translation/Interpreter Language Services IQC Solicitation to both Baystate Interpreters, at a bid price of \$65/hour, and to Homeland Language Services, at a bid price of \$75/hour, and to Authorize the Executive Director to sign one-year contracts with each company with MHA having the option to extend the award up for four (4) additional and consecutive one-year terms in its sole discretion, with cost to be paid by the program served.

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

Nays: None

V. BLACKSTONE BLOCK ARCHITECTS – INVOICE

An invoice dated September 8, 2022 in the amount of \$1,050 from Blackstone Block Architects for design services completed on the Springdale Door and Window replacement project was presented to the Board.

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

VOTED: To approve payment of the invoice in the amount of \$1,050 for design work completed on the Springdale Door and Window project and submit to DHCD through CapHub for processing.

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

Nays: None

W. HOUSING AUTHORITY INSURANCE GROUP (HAIG)

The Board reviewed an insurance invoice dated October 1, 2022 in the amount of \$40,309 from HAIG for the renewal of MHA's Fleet Auto insurance for the year 10/1/2022 to 10/1/2023.

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

VOTED: To approve payment of the invoice in the amount of \$40,309 with cost to be allocated by the Finance Director.

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

Nays: None

X. YMCA – INVOICES (2)

Two invoices from the YMCA for the provision of MHA HUD assisted public housing Family Memberships for the months of July and August 2022 in the amount of \$4,166.67 each were presented to the Board for their consideration.

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

VOTED: To approve payment of the two invoices in the total amount of \$8,333.34 for the months of July and August with cost to be paid by the COCC.

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

Nays: None

Y. TRANSLATION SERVICES FOR POLICIES

The Executive Director explained the need for MHA staff to comply with terms required by MHA's initial Language Access Plan and to have discretion to translate all important documents as determined by departmental staff and as required by the LAP, inclusive, but not limited to, certain provisions of the MHA's Public Housing Admissions and Continued Occupancy Plan inclusive of the Grievance, Pet and Community Service Policies.

The Board additionally reviewed an invoice dated September 7, 2022, in the amount of \$3,231.36 from Baystate Interpreters, Inc. for the cost of translating MHA's ACOP Policies referenced above to be translated in the three languages of National Origin required by MHA's LPA and LEP Plans.

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

VOTED: To Approve MHA staff have discretion to translate all important documents as determined by departmental staff and as required by MHA's Language Access Plan, inclusive, but not limited to, the ACOP Policies translated by Baystate Interpreters, and to further approve payment of Baystate's invoice in the amount of \$3,231.36 with translation cost allocated to the HUD assisted Public Housing program.

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

Nays: None

4. **POLICIES AND CONTRACTS**

A. **CONTRACT AND LEASE WITH ELLIOT COMMUNITY HUMAN SERVICES**

The Executive Director presented the Board with a 689 Program Lease renewal and Contract with Elliot Community Human Services for their review on 13 Rockland Avenue.

Approval for MHA to renew in the amount of \$2,628.57 a month and to sign and submit lease renewal documents to all parties.

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 689 Program Lease renewal and Contract with Elliott Community Human Services on 13 Rockland Ave with a rent payment of \$2,628.57/month for FY2023 and Authorization for the Executive Director to sign and submit lease renewal documents to all parties for signature.

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

Nays: None

B. LANGUAGE ACCESS PLAN

The Board reviewed the Language Access Plan created in accordance with MHA's Voluntary Compliance Agreement with HUD FHEO.

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

VOTED: To approve and adopt MHA's Language Access Plan created in accordance with MHA's Voluntary Compliance Agreement with HUD FHEO with the immediate implementation of all provisions thereof.

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

Nays: None

C. FSS ACTION PLAN

The Board reviewed the proposed FSS Action Plan presented by the Executive Director.

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 MHA's FSS Action Plan and Action Plan checklist to reflect all revisions and new regulation contained in Nan McKay's model action plan, upon which MHA's Action Plan is based, and to immediately implement all provisions of each of same.

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

Nays: None

5. REVIEW OF CHARITABLE REQUESTS

a) DANA FARBER CANCER INSTITUTE

The Board reviewed a challenge grant donation request from Dana Farber Cancer Institute.

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

VOTED: To make a challenge grant donation of \$100 from the COCC to the Dana Farber Cancer Institute.

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

Nays: None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS:

a) MASS NAHRO Housing Committee Report

b) NAHRO Monitor

No further action required.

7. OPEN DISCUSSION

- a) The Board reviewed a letter from the President of the Suffolk Manor Resident's Association requesting funds to allow members to organize and celebrate holidays and other community events. The Executive Director informed the Board that the Association is informal so HUD funding is not available for the types of activities the Association currently desires to undertake.

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

VOTED: To approve a donation in the amount of \$500 from the COCC to the Association to be repeated on a quarterly basis so long as the Association remains active with the Suffolk Manor community.

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

Nays: None

b) MASS NAHRO Conference November 13 – 15, 2022.

The Board was presented with the information on the MASS NAHRO Conference in November 2022.

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

VOTED: To Approve Commissioners and Staff to register and attend MassNAHRO's Fall Conference with all eligible cost to be paid or reimbursed by the MHA, and also to purchase a full-page ad in the Conference Program Book for \$125 to be paid by the COCC.

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

Nays: None

c) **USE OF CREDIT CARD**

The Board reviewed a request from the Finance Director Carla Svendsen to use MHA's credit card to hold a Team Building business lunch for Finance, HR and Payroll 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 use of the MHA's Corporate credit card to pay for a business lunch for Finance, Payroll and HR department staff.

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

Nays: None

d) **USE OF CREDIT CARD**

The Board reviewed a request from Public Housing Director, Jennifer Carlson, to use MHA's credit card to purchase light refreshments, including a cake, and to invite staff to the 630 Salem Street Library on September 13, 2022, to recognize Colleen Leo's service to MHA and our Public Housing Families. Colleen is leaving MHA employ after taking another position with the Everett School system.

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 use of the MHA's Corporate credit card to pay for the informal event to be held to recognize Colleen Leo for her service to MHA and our Public Housing Resident families.

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

Nays: None

e) **VACATION TIME REQUEST**

The Board reviewed a written request from Section 8 Assistant Director, Irma Molina, to use two (2) full days' vacation time to be offset by vacation time she will accrue upon satisfactory expiration of her 6-month probationary employment period.

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

VOTED: To approve Section 8 Assistant Director, Irma Molina's, request to use 2 full days' vacation time to be offset by time she will accrue upon the satisfactory expiration of her 6-month probationary employment period.

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

Nays: None

f) **MA OSD'S LOCAL GOVERNMENT PROCUREMENT UPDATE**

g) **HUD APPROVAL OF MHA'S FY2023 ANNUAL PLAN**

h) **DHCD APPROVED CONTRACT FOR MHA'S EXECUTIVE DIRECTOR**

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

Nays: None

Adjourned at 9:45 AM


John P. Matheson, Secretary