

**THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority, (MHA) was held on October 11, 2022 at 8:30 A.M. at the office of the Authority, 630 Salem Street, Malden, MA 02148

COMMISSIONERS ATTENDING: William P. Hurley, John P. Matheson, Mark A. Lawhorne

COMMISSIONERS ATTENDING  
REMOTELY: Joan M. Chiasson

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

**1. ELECTION OF NEW OFFICERS 2021 – 2022**

The Executive Director reminded the Board that the first meeting in October was the customary time for the election of officers.

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

VOTED: To elect a slate of officers as follows:

William P. Hurley, Chairperson  
John P. Matheson, Vice Chairperson  
Joan M. Chiasson, Secretary  
Mark A. Lawhorne, Treasurer

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

VOTED: To do roll call on one motion for new officers

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

Nays: None

**2. MINUTES**

None

**3. APPROVAL OF BILLS AND SIGNING OF CHECKS**

The Board reviewed the Section 8 and MA Rental Voucher Program payments for the month of September, 2022 totaling \$1,390,296.36 as well as the Revolving Fund payments totaling \$925,530.56 for the month of September.

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 bills and signing of checks for the month of September, 2022

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

Nays: None

**4. FINANCIAL MATTERS**

**A. REVIEW OF MHA COMPARATIVE FINANCIALS FOR AUGUST 2022**

For Edification and Review

**B. REQUEST FOR APPROVAL OF AUTHORIZATION TO SIGN CONTRACT SHEKAR & ASSOCIATES**

The Executive Director requested Confirmation of Poll Approval of the DHCD's approval of the design fee in the amount of \$28,400 with Shekar & Associates on the Springdale Alarm System upgrade project and Authorization for MHA to contract with and pay all invoices submitted by the Company up to the amount of this fee.

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

VOTED: To Confirm the approval of the design fee in the amount of \$28,400 with Shekar & Associates on the Springdale Alarm System upgrade project and Authorization for MHA to contract with and pay all invoices submitted by the Company up to the amount of this fee

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

Nays: None

**C. REQUEST FOR CONFIRMATION OF APPROVAL OF A CHANGE ORDER FROM AMERICAN SERVICE COMPANY ON THE SUFFOLK MANOR FIRE ALARM UPGRADE PROJECT**

The Executive Director requested Confirmation of Poll Approval on a change order in the amount of \$5,600 from American Service Company to add work scope requested by the Malden Fire Department to the Suffolk Manor Fire Alarm upgrade project with cost paid by the CFP.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the change order in the amount of \$5,600 from American Service Company to add work scope requested by the Malden Fire Department to the Suffolk Manor Fire Alarm upgrade project with cost up to that amount to be paid by the CFP.

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

Nays: None

**D. SUBMISSION OF MHA'S FY2023 BUDGET WITH CERTIFICATIONS TO THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") RESOLUTION NO. 2022-07**

MHA's FY 2023 Budget, previously approved for submission to the U. S. Department of Housing and Urban Development ("HUD"), as prepared in accordance with the published FY 2023 Public Housing Budget Guidelines issued by DHCD, was reviewed by the Board.

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

**RESOLVED AND VOTED: Resolution No. 2022-07** To approve MHA's FY2023 Budget as prepared pursuant to DHCD's published FY2023 Budget Guidelines with the Executive Director's salary set at \$172,558 for 37.5 hours worked each week of the fiscal year and authorize Board Members and the Executive Director to sign all requisite duly authorized budget certifications for the 400-1, MRVP and 689-C State Housing Programs together with all other required certifications and documentation and to further authorize the Executive Director and MHA's Fee accountant to submit the Budget together with all Certifications and documentation to DHCD as required pursuant to the FY2023 Budget

Guidelines.

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

Nays: None

**E. EXECUTIVE DIRECTOR SALARY CERTIFICATION—RESOLUTION NO. 2022-08**

The Salary Certification of the Executive Director's salary for MHA's FY 2023 Budget was perused by the Board.

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

**RESOLVED AND VOTED:** Resolution No. 2022-08 To Certify, Authorize and Approve the Board Chairperson to execute and the Executive Director to submit the Executive Director's Salary Certification and Worksheet Tool for MHA's FY 2023 Budget at the Board approved salary of \$172,558 for 37.5 hours worked each week during the fiscal year to DHCD and attach a true and accurate copy of the contract of employment between MHA and the Executive Director fully reporting the Executive Director's total compensation.

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

Nays: None

**F. CONTRACT DEIULIS BROTHERS FORESTDALE MODPHASE 667-3**

The Executive Director informed the Board that DHCD had approved the bid and authorized MHA to sign a contract in the amount of \$12,359,000 with Deiulis Brothers Construction Co., Inc. on MHA's Forestdale 667-3 ModPhase project and requested the Board to do the same and provide Authorization for MHA to pay all design and construction contract invoices up to the Board approved contract amounts and submit all related documentation to DHCD's CapHub electronic system

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

**VOTED:** Approve the bid and authorize MHA to sign a contract in the amount of \$12,359,000 with Deiulis Brothers Construction Co., Inc on MHA's

Forestdale 667-3 ModPhase project and authorize MHA to pay all design and construction contract invoices up to the Board approved contract amounts and to submit bid approval and contract together with all other related and required documentation to DHCD through the Agency's CapHub system.

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

Nays: None

**G. UNITED ELEVATOR REQUISITION**

The Executive Director presented the Board with a Requisition for Payment in the amount of \$99,275.47 from United Elevator for work completed on the 89 Pearl Street elevator modernization project and requested that same be paid by the CFP

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

VOTED: Approved for MHA to pay the requisition for payment in the amount of \$99,275.47 from United Elevator for work completed on the 89 Pearl Street elevator project with payment to be made from the CFP.

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

Nays: None

**H. MICHAEL KIM CONTRACT**

The Board reviewed a Task Order to be issued to MHA Procured Design Architect, Michael Kim Associates, LLC, inclusive of year 2 fee increases to complete design and construction administration on MHA's AMP 1 Window and Siding Replacement and Repair project with payment to be made by the CFP

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 year 2 design fee increase and MHA's issuance of a task order to Michael Kim Associates, LLC at a not exceed price of \$550,000 to complete design and construction administration on up to two (2) Phases of MHA's AMP 1 Window and Siding Replacement project with payment up to that amount to be made by CFP

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

Nays: None

**I. HAB/MRI PUBLIC HOUSING RENTPAYMENT SOFTWARE**

The Board discussed the RentPayment program available from MHA's Public Housing Software Provider, HAB/MRI, that would allow Resident families to pay monthly rent and other fees and charges electronically

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

VOTED: To Authorize and Approve MHA to contract with HAB/MRI for the agency paid model of MRI's electronic RentPayment program, to allow Resident families to pay monthly rent and other fees and charges, for a one-year period with discretion in MHA to renew the contract for the remainder of the general contract term with MRI with payment to be made by the Public Housing programs and/or the COCC for the state program

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

Nays: None

**J. BCM – INVOICE**

The Board analyzed a task order contract in the amount of \$23,437.94 from BCM Controls for the relocation of one (1) and acquisition and installation of five (5) new surveillance cameras at 557 Pleasant Street.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the task order contract in the amount of \$23,437.94 with BCM Controls for the relocation of one (1) and acquisition and installation of five (5) new surveillance cameras at 557 Pleasant Street with payment up to that amount to be made by AMP 5.

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

Nays: None

**K. MCCARTER AND ENGLISH -- INVOICE**

The Board reviewed an invoice from McCarter and English dated October 3, 2022 in the amount of \$5,500 for professional services rendered Rockland Trust Company as Successor by acquisition of MHA's \$11.3 million HUD approved Energy Performance Loan to the East Boston Savings Bank relating to Rockland's limited waiver of insurance proceeds to be paid by Housing Authority Property Insurance (HAPI), a subsidiary of the Housing Authority Insurance Group (HAIG), on the 170 and 172 Newland Street Fire casualty claim the fire loss

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and pay the invoice in the amount of \$5,500 from McCarter & English for the provision of a Limited Waiver of insurance proceeds on the 170 and 172 Newland Street fire casualty insurance claim with payment made by the EPC and/or AMP 1.

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

Nays: None

**L. PHILADELPHIA INSURANCE COMPANY – INVOICE**

The Board studied a flood insurance invoice in the amount of \$2,321 dated September 14, 2022 from Philadelphia Insurance for option B coverage on MHA's property located at 87-93 Plainfield Avenue for FY2023.

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

VOTED: To approve payment of an invoice in the amount of \$2,321 for Option B insurance coverage from Philadelphia Insurance Companies with payment to be made by AMP 1.

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

Nays: None

**M. RICOH FOLDER INSERTER**

The Board considered MHA's acquisition of a DS641 Folder-Insertter machine from Ricoh with a five (5) year Quadient Maintenance Package for the total price of \$29,541.60

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

VOTED: To approve MHA's state contract pricing purchase of one (1) DS641 Folder-Insertter machine from Ricoh together with a five (5) year Quadient Maintenance Package for the total price of \$29,541.60 with all cost to be paid by Public Housing, Section 8 and the COCC.

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

Nays: None

**N. DIAMOND RELOCATION – INVOICE**

The Board considered an invoice dated September 30, 2022 in the amount of \$425 for moving services for a Springdale resident pursuant to an Administrative Transfer.

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 invoice in the amount of \$435 from Diamond Relocation for moving services provided for an Administrative Transfer at Springdale with payment to be made by the state program and/or the COCC.

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

Nays: None

**O. MICHAEL KIM ASSOCIATES -- INVOICE**

The Board studied an invoice dated September 26, 2022 in the amount of \$1,684.50 from Michael Kim Associates for AMP 1 Roof replacement.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and pay the invoice in the amount of \$1,684.50 from Michael Kim Associates for the completion of the warranty inspection on the AMP 1 Roof replacement project from the CFP together with authorization to complete all close out documentation for the project.

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

Nays: None

**P. DIANE COHEN – INVOICE**

The Board considered an invoice dated September 30, 2022 in the amount of \$1,312.50 from Diane Cohen for consulting services provide MHA's 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 and pay the invoice in the amount of \$1,312.50 from Diane Cohen for professional consulting services provided MHA's Occupancy, HUD assisted Public Housing and Section 8 departments with cost paid by those programs.

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

Nays: None

**Q. JAMES M. HENNESSEY – INVOICE**

The Board examined an invoice dated September 23, 2022 in the amount of \$472.50 from James M. Hennessey for state public housing inspectional services.

VOTED: To approve and pay an invoice in the amount of \$472.50 from James M. Hennessey for State Public Housing Inspections with cost to be paid by that program and/or the COCC.

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

Nays: None

**R. MYSTIC VALLEY ELDER SERVICES – INVOICE**

The Board studied an invoice dated September 22, 2022 in the amount of \$15,253.72 from Mystic Valley Elder Services for the provision of onsite resident service coordinator services.

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

VOTED: To Approve payment of an invoice in the amount of \$15,253.72 from Mystic Valley Services for the provision of onsite Resident Service Coordinator services with payment to be made by AMPs 2, 4, 5 and 6.

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

Nays: None

**S. SG RISK MANAGEMENT CONSULTING – INVOICE**

The Board examined an invoice dated October 4, 2022 in the amount of \$2,208.75 from SG Risk Management Consulting for insurance consulting services provided for the month of September 2022.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve payment of an invoice in the amount of \$2,208.75 from SG Risk Management Consulting for insurance consulting services provided for the month of September 2022 with payment to be allocated as detailed on the invoice.

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

Nays: None

**T. MALDEN YMCA—INVOICE**

The Board reviewed an invoice dated October 4, 2022 in the amount of \$4,166.67 from the Malden YMCA for Membership services provided MHA's HUD assisted Resident families.

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

VOTED: To Approve payment of the invoice from the Malden YMCA in the amount of \$4,166.67 for the provision of membership services to MHA HUD assisted public housing families with payment to be made by the COCC.

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

Nays: None

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

The Board studied five (5) invoices from the Malden Police Department in the total amount of \$2,167.41 for details worked as follows:

Dated	Invoice No.	Amount
9/21/2022	27617	\$ 309.63
9/21/2022	27623	309.63
9/22/2022	27627	309.63
9/23/2022	27634	619.26
9/26/2022	27640	609.26
		\$ 2,167.41

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

VOTED: To approve payment of the five (5) Malden Police invoices in the total amount of \$2,167.41 for details worked with cost allocated against the AMPs served.

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

Nays: None

**5. POLICIES AND CONTRACTS**

None

**6. REVIEW OF CHARITABLE REQUESTS**

None

**7. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS**

- a) HUD Boston Approval of MHA's FSS Action Plan submission
- b) NAHRO Monitor 9/15/2022

**8. OPEN DISCUSSION**

- a) The Board reviewed a flyer announcing Nelrod's 23<sup>rd</sup> Annual Conference.

After due consideration and upon motion duly made Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve MHA Commissioners and Staff to register and attend Nelrod's 23<sup>rd</sup> Annual Conference Approval from April 18 – 22, 2023 with all eligible Conference, hotel, meal, non-alcoholic drink and travel cost to be paid or reimbursed by the MHA with cost to be paid as allocated by the Finance Director.

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

Nays: None

- b) The Board received a written request from Maintenance Carpenter/Mechanic John Eccleston to use one week vacation time in October with same being offset by vacation time he will accrue in November upon satisfactory expiration of his 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 John Eccleston's request to use one-week vacation time in October to be offset by the time he will accrue in November upon satisfactory expiration of his 6-month probationary employment period, and to additionally approve the use of one-week vacation time by MHA's Plumber, Paul MacCuish, and Electrician, John Walsh, if requested, to also be offset by vacation time each will accrue in November upon satisfactory expiration of their 6-month probationary employment periods

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

Nays: None

c) The Board reviewed the North Shore Executive Directors Association's invitation to that Agency's Annual Legislative Breakfast to be held at Spinelli's Function Center on October 25, 2022.

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 attendance of MHA Commissioners and Staff to NSHEDA's Legislative Breakfast with attendee cost to be allocated to the attendee's cost center(s) by the Finance Director.

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

Nays: None

#### **ADJOURNMENT**

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

VOTED: To adjourn

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

Nays: None

Adjourned at 9:40 AM

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Joan M. Chiasson, Secretary