

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on October 26, 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 and Joan M. Chiasson

COMMISSIONERS ATTENDING
REMOTELY: Mark A. Lawhorne

MHA STAFF: Stephen G. Finn, Edward J. Fahey and Deborah A. Lungo

MHA STAFF ATTENDING
REMOTELY: Thomas P. Callaghan, Jr. Esq.

1. APPROVAL OF MINUTES OF SEPTEMBER 13, 2022, SEPTEMBER 20, 2022 AND OCTOBER 11, 2022

The minutes of September 13, 2022, September 20, 2022 and October 11, 2022 were presented to the Board for their review.

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 minutes of September 13, 2022, September 20, 2022 and October 11, 2022

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

None

3. FINANCIAL MATTERS

A. TRANSFER FROM EASTERN BANK TO ROCKLAND TRUST

The Board studied an FY 2023 amortization schedule for MHA's Energy Performance Contract loan and discussed funding the appropriate account to make payment for the year.

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 authorize a transfer of up to \$900,000 from MHA's investment account with Eastern Bank to the Rockland Trust Company's MHA EPC loan account to allow for monthly payments on that obligation for FY2023

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

Nays: None

B. SHEKAR & ASSOCIATES –INVOICE

An invoice dated October 5, 2022 from Shekar & Associates in the sum of \$1,210 for asbestos testing was perused by the Commissioners.

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 dated October 5, 2022 in the amount of \$1,210 from Shekar & Associates for asbestos testing on the Springdale Fire Alarm upgrade project to be paid by the state public housing program

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

Nays: None

C. PRIVATE INVESTIGATION SERVICES

The Board scrutinized a memo from Edward Fahey summarizing the bid proposals for private investigative services, as well as discussing the efficiency of having two similarly priced vendors available.

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 bids from Elite Detective Services, Inc., with a bid of \$70 an hour, and Ross Investigations, at \$72.50 an hour, as the

most responsive and responsible bidders on MHA's professional private investigation services solicitation and authorization for MHA to contract with each company for one year with the discretion in MHA to extend such award for up to four (4) successive and consecutive one-year terms.

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

Nays: None

D. PHILADELPHIA INSURANCE COMPANIES – FLOOD INSURANCE—INVOICES (6)

A packet of six (6) invoices from Philadelphia Insurance Companies for flood insurance was examined by the commissioners

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 (6) six invoices totaling \$12,552 for Option B flood insurance coverage of various Linden buildings from the Philadelphia Insurance Companies with payment to be made from Amp 1.

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

Nays: None

E. WATERFIELD DESIGN GROUP ("WDG") –INVOICE

The Board analyzed an invoice dated October 12, 2022 from WDG in the sum of \$1,678 for professional services provided on the Linden basement water infiltration project.

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

VOTED: To approve and pay the invoice in the amount of \$1,678 from WDG for design and contract administration completed on the Linden basement water infiltration prevention project with payment to be made by AMP 1.

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

Nays: None

F. EPC SOLUTIONS LLC ("EPC")–INVOICE

An invoice from EPC Solutions LLC dated September 30, 2022 in the sum of \$7,000 for reviewing and analyzing MHA's energy consumption for HUD's energy incentive programs was examined by the Commissioners.

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 the invoice from EPC in the amount of \$7,000 for the provision of various HUD Energy reporting, monitoring and rate reduction incentive application services with payment to be made by MHA's EPC and/or AMP's served.

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

Nays: None

G. MYSTIC VALLEY ELDER SERVICES ("MVES") – INVOICE

The Board analyzed an invoice from MVES dated October 18, 2022, in the amount of \$16,278.58 for Resident Service Coordinators at various Federal developments.

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 payment to MVES in the sum of \$16,278.58 for Resident Service Coordinators at the various Federal developments with cost allocated to those developments.

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

Nays: None

H. MALDEN YMCA – INVOICES – (4)

Four (4) invoices from the YMCA were submitted to the Board for review, as follows:

<u>DATED:</u>	<u>INVOICE #</u>	<u>AMOUNT</u>
07/31/2022	Newland Street after School Program	\$ 3,786.93
7/31/2022	Linden Street After School Program	4,354.66
9/30/2022	Newland Street After School Program	2,280.62
9/30/2022	Linden Street After School Program	<u>2,345.99</u>
	TOTAL:	\$12,768.20

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

VOTED: To approve the four (4) invoices from the YMCA in the total amount of \$12,768.20 for the provision of After School programming at both Linden and Newland Developments with cost to be paid by AMP 1.

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

Nays: None

I. MALDEN POLICE DEPARTMENT – INVOICES (7)

The Board studied seven (7) invoices from the Malden Police Department in the total amount of \$4,334.82 as follows:

<u>DATED:</u>	<u>INVOICE NO.</u>	<u>AMOUNT</u>
10/03/2022	27695	\$ 619.26
10/05/2022	27704	309.63
10/11/2022	27735	928.89
10/13/2022	27747	309.63
10/14/2022	27758	309.63
10/14/2022	27770	1,238.52
10/17/2022	27783	<u>619.26</u>
	Total	\$4,334.82

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 seven (7) invoices from the Malden Police for detail coverage totaling \$4,334. 82, provided at various MHA developments with cost allocated to the AMPs served.

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

Nays: None

J. ROCKLAND ADA RAMP APPROVAL

The Board considered a work order/scope of services from DHCD for the Rockland ADA ramp improvement dated October 20, 2022 with design fees of \$6,900.

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 design fee and authorization for the Executive Director to sign and submit the work order/scope of services to DHCD through the CapHub and pay all invoices received up to the Board approved fee amount of \$6,900.

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

Nays: None

K. SECTION 8 PAYMENT STANDARDS

The Executive Director explained to the Board the need to correct the section 8 payment standards to include the Brockton MA HUD Metro FMR Area as of December 1, 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 the correction to the adoption of MA's section 8 Payment Standards to include the Brockton, MA HUD Metro FMR area, as listed below, to be implemented as of December 1, 2022

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

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

Nays: None

4. **POLICIES AND CONTRACTS**

a) **DHCD 'CAPHUB' REVISION TO MHA PROCUREMENT POLICY**

The Commissioners considered an email dated October 7, 2022 from Ed Fahey to Steve Finn with detail of the proposed revision to MHA's procurement policy to reference DHCD's CapHub capital project electronic submission and reporting system.

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 CapHub revision to MHA's Procurement Policy .

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

Nays: None

5. **REVIEW OF CHARITABLE REQUESTS**

a) **MALDEN GOLDEN TORNADOS**

Request from the Malden Golden Tornados to place an ad in their Commemorative Ad Book was reviewed.

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 full-page advertisement in the Malden Golden Tornado's commemorative ad book for \$200 to be paid by the COCC.

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

Nays: None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS

- a) Thank you letter from the Malden Fire Chief, William P. Sullivan, for MHA's Public Safety Day donation.
- b) The Executive Director's Annual Disclosure of two appointments to uncompensated positions as required by 930 CMR 6.02(3) follows below:
 - 1. City of Malden Affordable Housing Trust Fund
 - 2. City of Malden Human Rights and Fair Housing Commission

No further action necessary

- c) The Board was presented with an Award Certificate from HAI Group, for: LOW LOSS ACHIEVEMENT AWARD to Malden Housing Authority for low loss ratio in general liability claims for years 2018, 2019 and 2020.
- d) NERCNAHRO Journal

For review - No further action required

7. OPEN DISCUSSION:

- a) Discussion of Holiday Time-off

The Executive Director proposed the following holiday schedule for staff and requested same be approved by the Board. Additionally, Commissioner Matheson recommended that the Friday following Thanksgiving be made a permanent MHA Holiday for staff beginning this year:

Tuesday November 8th: Admin Offices closed at 4 p.m.
Veterans Day All Offices closed
Thanksgiving Holiday, observed 11/25 Offices closed
Friday after Thanksgiving made a permanent MHA Holiday
Christmas Holiday, observed 12/26 Offices closed
News Year Day Holiday, observed 1/2/2023 Offices Closed
One-half shopping day, to be taken between November 28th and December 30th, subject to Supervisor'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 2022 Holiday Schedule for staff and to revise MHA's Personnel Policy to include the Friday following Thanksgiving as a Permanent MHA Holiday

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

Nays: None

ADJOURNMENT

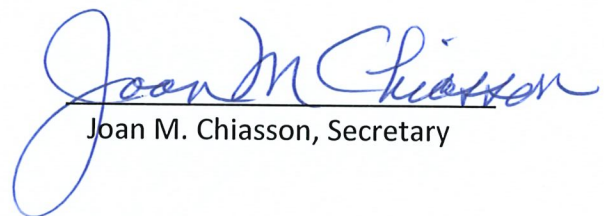
After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjournment at 9:45 AM


Joan M. Chiasson, Secretary