

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on November 22, 2022, at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

COMMISSIONERS ATTENDING: John P. Matheson and William P. Hurley

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REMOTELY: Joan M. Chiasson and Mark A. Lawhorne

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

1. APPROVAL OF MINUTES

None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the following: 1.) Section 8 HAP and Massachusetts Rental Voucher Housing Program ("MRVP") Registers, totaling \$1,392,181.36; and 2.) the Revolving Fund Register, totaling \$431,306.94.

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.

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

Nays: None

3. FINANCIAL MATTERS

A. DHCD – 2022 FISCAL YEAR END FINANCIAL STATEMENTS

i. SUBMISSION OF MHA'S FISCAL YEAR 2022 CERTIFICATIONS TO DHCD - RESOLUTION NO. 2022-09

The Executive Director informed the Board that MHA's Fiscal Year-End 2022 financial and other information, inclusive of MHA's Top 5 Compensated Employee form, required authorization and approval by all Board Members, the Executive Director to sign all required Certifications and documentation, and the Executive Director, Finance Director, and Fee Accountant to submit all of same to DHCD through HAFIS (DHCD's Housing Authority Financial Information System).

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

RESOLVED AND VOTED: To authorize and approve all Board Members and the Executive Director to sign all required Fiscal Year-End 2022 Certifications and documentation and for the Executive Director, Finance Director and MHA Fee Accountant to submit MHA's Fiscal Year-End 2022 Financial and other Information and Certifications in HAFIS pursuant to the Board Resolutions that follow.

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

Nays: None

ii. **LEAD PAINT CERTIFICATE – RESOLUTION NO. 2022-10**

The Executive Director presented the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws, which certifies MHA's compliance with federal and state lead paint laws, for consideration by the Board.

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

RESOLVED AND VOTED: To certify, authorize, and approve the Commissioners and Executive Director to execute and submit to DHCD the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws and certify to compliance with the following:

1. Environmental Protection Agency ("EPA") regulations at 40 CFR 745 Subpart F, *"Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon Sale or Lease of Residential Property;"*
2. Massachusetts Department of Public Health *Lead Poisoning Prevention and Control* regulations at 105 CMR 460.725;

3. EPA regulations at 40 CFR 745 Subpart E, "*Residential Property Renovation*;"
4. Massachusetts Division of Occupational Safety *Deleading and Lead-Safe Renovation Regulations* at 454 CMR 22.00; and that the Malden Housing Authority is maintaining proper record-keeping related to such requirements.

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

Nays: None

iii. **SCHEDULE OF POSITIONS AND COMPENSATION – RESOLUTION NO. 2022-11**

DHCD's Schedule of Positions and Compensation form detailing MHA's top five compensated wage earners for Fiscal Year 2022 was reviewed by the Board.

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

RESOLVED AND VOTED: To certify, authorize, and approve the Schedule of Positions and Compensation for MHA's top five salary earners for Fiscal Year 2022 and to authorize the Executive Director to submit the same to DHCD.

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

Nays: None

iv. **CERTIFICATION OF YEAR-END FINANCIAL STATEMENTS AND TENANTS' ACCOUNTS RECEIVABLES DATA – RESOLUTIONS NO. 2022-12, 2022-13, AND 2022-14**

MHA's Year-End 2022 Financial Statements for the 400-1, MRVP, and 689-C public and assisted housing programs and MHA's Tenants' Accounts Receivables (TAR) application data for the 400-1 program for the fiscal year ending 9/30/2022 were reviewed by the Board. The Executive Director informed the Board of the need to approve and certify MHA's 2022 Fiscal Year-End Financial Statements for each program and the TAR data for the 400-1 program to DHCD.

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

RESOLVED AND VOTED:

Resolution No. 2022-12: to certify, authorize, and approve the Commissioners and Executive Director to execute and submit to DHCD for review and approval MHA's Fiscal Year-End 2022 Financial Statements, Certifications, and all other required documentation for the State-Aided Housing Program Number 400-1, inclusive of MHA's TAR application data for the 400-1 program for the fiscal year ending September 30, 2022 and to certify that they are true, complete, and correct to the best of their knowledge and belief and that the statements fairly and accurately represent the financial condition of the program.

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

Nays: None

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

RESOLVED AND VOTED:

Resolution No. 2022-13: to certify, authorize, and approve the Commissioners and Executive Director to execute and submit to DHCD for review and approval MHA's Fiscal Year-End 2022 Certifications and all other required documentation for the MHA's State-Aided MRVP for the year-end financial statements for the fiscal year ending September 30, 2022 and to certify that they are true, complete, and correct to the best of their knowledge and belief and that the statements fairly and accurately represent the financial condition of the program.

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

Nays: None

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

RESOLVED AND VOTED:

Resolution No. 2022-14: to certify, authorize, and approve the Commissioners and Executive Director to execute and submit to DHCD for

review and approval the Fiscal Year-End 2022 Certifications and all other required documentation for the MHA's State-Aided Housing Program Number 689-C for the year-end financial statements for the fiscal year ending September 30, 2022 and to certify that they are true, complete, and correct to the best of their knowledge and belief and that the statements fairly and accurately represent the financial condition of the program.

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

Nays: None

v. FISCAL YEAR-END CERTIFICATION OF PREPARER AND EXECUTIVE DIRECTOR BOARD – RESOLUTION NO. 2022-15

The Fiscal Year-End Financial Statement Certification form, inclusive of MHA's Fiscal Year-End Development Modernization Cost Statement, in the name of MHA's Fee Accountant and the Executive director, was submitted to the Board.

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

RESOLVED AND VOTED:	To certify, authorize, and approve on behalf of MHA the Fiscal Year-End Financial Statement Certification of the Preparer and Executive Director form, inclusive of MHA's Fiscal Year-End Development Modernization Cost Statement, for Fiscal Year 2022 and to authorize the Executive Director to sign and submit the same to DHCD.
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Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson and Joan M. Chiasson

Nays: None

B. UNITED ELEVATOR – REQUISITION FOR PAYMENT

The Board studied a Requisition for Payment in the amount of \$74,064.37 from United Elevator for work completed on the 89 Pearl Street Elevator Modernization Project.

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 Requisition for Payment in the amount of \$74,064.37 for work completed on the 89 Pearl Street Elevator Modernization Project with payment to be made by the capital fund and to authorize the Executive Director to sign the Requisition.

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

Nays: None

C. MK ARCHITECTURE – INVOICE

The Board analyzed an invoice in the amount of \$75,625.00 from MK Architecture for the design completed on the AMP 1 window and siding replacement.

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 in the total amount of \$75,625.00 to MK Architecture for the design completed on the AMP 1 window and siding replacement with payment to be made by the capital fund.

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

Nays: None

At this point, Joan M. Chiasson left the meeting.

D. FM GENERATOR, INC. – BID PROPOSAL

The Board considered a bid proposal from FM Generator, Inc. on MHA's Generator Emergency and Preventative Maintenance Services. Said proposal provided that the price for the first year of the contract would be \$4,050.00 with MHA having the option, in its sole discretion, to extend the term of the contract for up to four (4) additional and consecutive one-year terms at the service cost bid.

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 authorize the Executive Director to execute a contract with FM Generator, Inc. as the most responsible and responsive bidder for MHA's Generator Emergency and Preventative Maintenance Services at the cost of \$4,050.00 for the period of one (1) year with the option, at the sole discretion of MHA, to extend the term of the contract for up to four (4) additional and consecutive one-year terms at the

service cost bid with payment also authorized and approved for each year of the contract up to the price bid from the AMPs served by the generators being maintained.

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

Nays: None

E. WDG ARCHITECTS – INVOICE

The Board scrutinized an invoice from WDG Architects in the amount of \$2,481.00 for contract administration completed on the Linden basement water remediation project.

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

VOTED: To approve and authorize payment of the invoice from WDG Architects in the total sum of \$2,481.00 for contract administration completed on the Linden basement water remediation project with cost to be paid by AMP 1.

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

Nays: None

F. ODYSSEY ADVISORS, INC. - INVOICE

The Board reviewed an invoice from Odyssey Advisors, Inc. in the amount of \$4,100.00 for completion of MHA's GASB 75 Report on MHA's post-employment benefit plans.

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 authorize payment of the invoice from Odyssey Advisors, Inc. in the total sum of \$4,100.00 for completion of MHA's GASB 75 Report with costs to be allocated as determined by the Finance Director.

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

Nays: None

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

The Board examined an invoice from MVES in the amount of \$14,468.15 for the provision of onsite Resident Service Coordinator Services for the month of October 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 and authorize payment of the invoice from MVES in the total sum of \$14,468.15 for the provision of onsite Resident Service Coordinator Services for the month of October 2022 with costs allocated to the AMPs served.

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

Nays: None

H. YMCA – INVOICES (3)

The Board assessed three (3) invoices from the YMCA in the total amount of \$8,417.23 as follows:

<u>Dated</u>	<u>Service Rendered</u>	<u>Amount</u>
11/8/22	Provision of Membership Services to HUD-assisted public housing families	\$4,166.67
10/31/22	Provision of after-school program services at Newland	\$1,861.62
10/31/22	Provision of after-school program services at Linden	<u>\$2,388.94</u>
	TOTAL	<u>\$8,417.23</u>

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

VOTED: To approve and authorize payment of the invoice from the YMCA in the amount of \$4,166.67 for the provision of Membership Services to HUD-assisted public housing families with costs allocated to the COCC and to approve and authorize payment of the invoice in the amount of \$1,861.62 for the provision of after-school program services at Newland and the invoice in the amount of \$2,388.94 for the provision of after-school program services at Linden, both with costs allocated to AMP 1.

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

Nays: None

I. UNICON, INC. – CHANGE ORDER

The Board received a Change Order from Unicon, Inc. for completion of additional work outside of the original work scope on the floor repair project at 120 Mountain Avenue on the second (2nd) floor.

For informational purposes only at this time.

J. MRI SOFTWARE, LLC ("MRI") - CONTRACT

The Board considered a one-year contract with MRI in the amounts referenced in said contract with the right to extend the same for up to four (4) additional one-year terms.

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 authorize the Executive Director to execute the contract with MRI with payments to be made by the AMPs served.

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

Nays: None

K. DHCD - CONTRACTS

The Board pondered authorizing MHA's Board Chairperson to execute and submit all Contracts for Financial Assistance ("CFA") sent by DHCD through DocuSign or by other means, including CFAs for Rockland and Springdale.

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 authorize MHA's Board Chairperson to execute and submit all CFAs sent by DHCD either through DocuSign or by other means.

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

Nays: None

L. DHCD PUBLIC HOUSING NOTICE 2022-22

The Board reflected on DHCD Public Housing Notice 2022-22 in relation to paying invoices for insurance of MHA's state public housing property.

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

VOTED: To approve and authorize payment of invoices for insurance of MHA's state public housing property when received in accordance with the guidance contained in DHCD Public Housing Notice 2022-22.

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

Nays: None

M. HUD – RATE REDUCTION INCENTIVE (“RRI”) AWARD

The Board considered accepting the RRI Award from HUD for calendar year 2023 under cover letter dated October 24, 2022. MHA was awarded over \$60,000.00 for its energy savings.

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

VOTED: To accept the RRI Award from HUD for calendar year 2023.

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

Nays: None

N. MALDEN POLICE DEPARTMENT – INVOICES (6)

The Board scrutinized six (6) invoices from the Malden Police Department in the total amount of \$3,560.72 as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
11/2/22	27904	\$309.63
11/8/22	27940	\$928.89
11/8/22	27944	\$309.63
11/10/22	27949	\$619.26
11/15/22	27965	\$928.89
11/15/22	27978	<u>\$464.42</u>
	TOTAL	<u>\$3,560.72</u>

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

VOTED: To approve and authorize payment of the six (6) invoices from the Malden Police Department in the total sum of \$3,569.72 for detail coverage at various MHA developments with cost allocated to the AMPs served.

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

Nays: None

O. HANDUP - CONTRACT

The Board analyzed a contract with HandUp for recently state-required mattress disposal and recycling on the same terms as HandUp’s contract with the city of Malden.

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 authorize the Executive Director to execute the contract with HandUp on the same terms as HandUp's contract with the city of Malden with payments to be made by the AMPs served.

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

Nays: None

P. HAI Group ("HAIG") – PROOF OF LOSS

The Board deliberated authorizing the signing of HAIG's Proof of Loss form to allow work to move forward on repairing the Linden units damaged by fire, with total payments of \$326,614.54.

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 authorize the Executive Director to execute the Proof of Loss form and return to same to HAIG to allow work to progress on the restoration of the Linden units that were damaged by fire in light of HUD's extension of the rehabilitation deadline to June 2023 and the fact that the majority of the work shall be performed by MHA.

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

Nays: None

4. POLICIES AND CONTRACTS

None

5. REVIEW OF CHARITABLE REQUESTS

A. MALDEN NEIGHBORHOOD BASKETBALL LEAGUE, INC. – DONATION REQUEST

The Board weighed a donation request from the Malden Neighborhood Basketball League, Inc.

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 authorize a donation in the amount of \$150.00 to Malden Neighborhood Basketball League, Inc. from COCC.

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

Nays: None

6. CORRESPONDENCE, PUBLICATIONS, AND COMMUNICATIONS

A. NERC/NAHRO – MID-WINTER CONFERENCE

The Board perused correspondence concerning NERC/NAHRO's Mid-Winter Conference.

No further action was necessary at this time.

B. NAHRO MONITOR

The November edition of the NAHRO Monitor was distributed to the Board.

No further action was necessary.

7. OPEN DISCUSSION

A. MJS CONSTRUCTION - PAYMENT

The Board reviewed a report that payment had been made to MJS Construction on the Linden basement water remediation project.

For informational purposes only at this time.

B. PAUL MACCUISH AND JOHN WALSH – VACATION TIME REQUEST

The Board discussed two (2) requests to carry over one (1) week of 2022 vacation time into 2023 from Paul MacCuish and John Walsh.

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

VOTED: To approve Paul MacCuish and John Walsh's requests to carry over one (1) week of 2022 vacation time into 2023 provided that the carried over vacation time be used in the first three (3) months of 2023.

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

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

11/22/2022

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

Nays: None

Adjourned at 9:45 AM


Joan M. Chiasson, Secretary