

REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

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

COMMISSIONERS ATTENDING: Joan M. Chiasson, William P. Hurley and John P. Matheson

ATTENDING VIRTUALALLY: Mark A. Lawhorne, Chairperson

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

1. APPROVAL OF MINUTES OF JANUARY 25, 2022

The minutes of January 25, 2022 Meeting were presented to the Board for their consideration.

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 minutes of January 25, 2022.

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

Nays: None

2. BILLS AND SIGNING OF CHECK

None

3. FINANCIAL MATTERS

A. CIVIC PLUS WEBMASTER ANNUAL HOSTING SERVICES-CHANGE ORDER

The Board reviewed a correction to the change order from Civic Plus that was presented at the January 25, 2022 meeting. The change order is to add Webmaster services to the CivicPlus Contract to include the annual five percent (5%) annual increase to the contract cost for each year that the contract may be extended at MHA's discretion.

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 change order to add Webmaster services to CivicPlus Contract to include the annual five percent (5%) annual increase to the contract cost.

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

Nays: None

B. TERMINAL EXCHANGE – CHANGE ORDER

The Board studied the change order from Terminal Exchange to add 7 devices to the contract making a total of 88 machines to be managed for the increase of \$245.00 added to the contract.

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 change order in adding 7 more devices to be managed by Terminal Exchange for an annual increase totaling \$245 to the contract.

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

Nays: None

C. TRAININGS

The Board analyzed several purchase orders for MASS NAHRO and Nan McKay trainings with cost allocated as listed:

Mass NAHRO Public Records Law	\$ 125.00 (\$68.80 CFP)
Mass NAHRO Customer Service PH	1,192.00 (\$1,058.03 CFP)
Mass NAHRO Customer Service In house	1,043.00 (All CFP)
Nan McKay Pubic Housing Specialist	1,325.00 (All CFP)

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 all listed trainings with \$3,494.83 to be paid by the CFP and \$190.17 to be paid by the COCC.

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

Nays: None

D. SENIOR TRANSPORTATION REQUEST – CITY OF MALDEN

The Executive Director shared a letter dated January 27, 2022 from the Mayor requesting MHA's support in the sum of \$20,000 for the transportation program for Malden's seniors.

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

VOTED: To approve and authorize payment to the City of Malden in the sum of \$20,000 for the City's transportation program for Malden's seniors with cost allocation to be determined by the Finance Director.

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

Nays: None

E. MYSTIC VALLEY ELDER SERVICES, INC. -INVOICE

The Board was presented with an invoice from Mystic Valley Elder Services, Inc. in the sum of \$14,914.81 for the monthly provision of onsite Resident Service Coordinator services at AMP's 2,4,5 and 6.

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 in the amount of \$14,914.81 to Mystic Valley Elder Services for the provision of onsite Resident Coordinator services at AMP's 2,4,5, and 6 with cost allocated to the AMPs served.

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

Nays: None

F. MALDEN POLIC DEPARTMENT – INVOICES (5)

The Board scrutinized five (5) invoices from the Malden Police Department for police detail coverage provided at Suffolk Manor, Salem Street, Pearl Street and Mountain Avenue as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
11/15/21	25806	\$ 309.63
1/20/22	26170	309.63
1/25/22	26197	928.89
1/27/22	26223	309.63
1/31/22	26241	<u>619.26</u>
	Total	<u>\$2,477.04</u>

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 five invoices from Malden Police Department for the total sum of \$2,477.04 with cost to be paid by the AMPs served.

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

Nays: None

G. 14 CLEMENT STREET LEASE – ELIOT COMMUNITY HUMAN SERVICES

The Board reviewed the renewal of the lease with Eliot Community Human Services and MHA for one year at the monthly rent of \$3,886.26 and authorization for the Executive Director to sign and submit to all parties, inclusive of DHCD and DMH, for Approval.

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

VOTED: To approve the renewal of the lease with Eliot Community Human Services for one year and authorize the Executive Director to sign and submit to Eliot, DHCD and DMH for Approval.

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

Nays: None

H. MALDEN CHAMBER OF COMMERCE—MAYOR’S VIRTUAL STATE OF THE CITY ADDRESS

The Executive Director informed the Board of the upcoming Malden Chamber of Commerce Breakfast to be held virtually with the Mayors State of the City Address on February 22, 2022 at a cost of \$20 per attendee.

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

VOTED: To approve and authorize registration of up to ten(10) Commissioners and/or appropriate staff members to attend the virtual Malden Chamber of Commerce Breakfast to be paid by the COCC.

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

Nays: None

5. CHARITABLE REQUESTS

None

6. CORRESPONDENCE AND NEWSLETTERS

A. MHA EMPLOYEE RETIREMENT

Linda Ferullo is scheduled to retire on April 1, 2022. Linda has worked for the MHA for 13 years and to acknowledge her commitment and service to MHA and client families, the Executive Director requested the Board consider funding up to \$200 for MHA to provide a retirement award inclusive of an engraved plaque in recognition of her service.

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

VOTED: To approve and authorize the Executive Director to purchase an engraved plaque in recognition of Occupancy Director, Linda Ferullo’s, commitment and service to MHA and client families upon her retirement.

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

Nays: None

- B. NERC Journal January 2022
- C. NAHRO Monitor January 15, 2022
- D. NAHRO Monitor January 31, 2022

7. OPEN DISCUSSION None

ADJOURNMENT


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

VOTED: To adjourn

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

Nays:

Adjourned at 9:05 AM


John P. Matheson, Secretary
SEAL