

REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

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

COMMISSIONER ATTENDING: Mark A. Lawhorne, Chairman, William P. Hurley, John P. Matheson
COMMISSIONER VIRTUALLY: Joan M. Chiasson
MHA STAFF: Stephen G. Finn, Edward J. Fahey, Thomas P. Callaghan and Deborah A. Lungo

1. APPROVAL OF MINUTES OF MARCH 8, 2022

The minutes of March 8, 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 William P. Hurley, it was unanimously

VOTED: To approve the minutes of March 8, 2022.

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

Nays: None

2. BILLS AND SIGNING OF CHECKS

None.

3. FINANCIAL MATTERS

A. FY2023 CAPITAL IMPROVEMENT PLAN (CIP) AND DHCD ANNUAL PLAN

The Board examined the MHA's FY2023 Capital Improvement Plan (CIP), authorization to include same in MHA's FY2023 DHCD Annual Plan process and further authorization for the Executive Director to submit MHA's CIP in DHCD's CIMS 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 and adopt the FY2023 Capital Improvement Plan for submission to DHCD and to also include same in MHA's DHCD Annual Plan when also submitted to DHCD.

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

Nays: None

B. SECTION 8 PAYMENT STANDARDS AND PUBLIC HOUSING FLAT RENTS

The Executive Director informed the Board that HUD published Revised FY2023 Fair Market Rents for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR area and recommended that MHA adopt same at 100% by bedroom size as MHA's Section 8 program Payment Standards in accordance with the table below, to be implemented as of May 1, 2022, and to also adopt same for the administration of MHA's MRVP and AHVP program voucher maximum rents to be implemented as directed by DHCD, and to also adopt same at 85% by bedroom size for MHA's federal public housing program flat rents, also to be implemented as of May 1, 2022.

<u>Bedroom Size</u>	<u>Amount</u>
Efficiency	\$ 1,803
One Bedroom	1,986
Two Bedroom	2,399
Three Bedroom	2,966
Four Bedroom	3,253

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 HUD's Revised Final Published FMRs for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area and to adopt same at 100% by bedroom size as MHA's Section 8 program payment standards, to be implemented as of May 1, 2022, and to also adopt same for the administration of MHA's MRVP and AHVP program voucher maximum rents to be implemented as directed by DHCD, and to additionally adopt same at 85% by bedroom size for MHA's federal public housing program flat rents, also to be implemented as of May 1, 2022.

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

Nays: None

C. AMERICAN SERVICE COMPANY-INVOICE

The Board examined an invoice dated Mar. 15, 2022 in the amount of \$22,500 from American Service Company for work completed on the installation of the new addressable alarm system at Suffolk Mano.

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 American Service Company invoice in the amount of \$22,500 for the installation of a new fire alarm system at Suffolk Manor to be paid by the Capital Fund.

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

Nays: None

D. BCM CONTROLS – INVOICES (2)

The Board reviewed two invoices from BCM Controls, one date Jan. 25, 2022 in the amount of \$18,020.95 and the other dated Feb. 25, 2022 in the amount of \$12,548.11, for acquisition and installation of security cameras at the Forestdale Development.

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 two invoices from BCM Controls for the security surveillance system at Forestdale in the amounts of \$18,020.95 and \$22,500 and authorize the Executive Director to submit the invoices to DHCD for payment processing.

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

Nays: None

E. NAN MCKAY ASSOCIATES --INVOICES (2)

The Board considered an invoice dated Mar. 10, 2022 in the amount of \$300 from Nan McKay Associate for training of Occupancy staff, with \$232.56 to be paid by the CFP and with \$67.44 to be paid by Section 8.

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 an invoice in the amount of \$300 from Nan McKay Associates for training of MHA Occupancy staff with \$232.56 paid by the Capital Fund and \$67.44 paid by Section 8.

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

Nays: None

F. MASSNAHRO INSURANCE—INVOICE

An invoice date Mar. 9, 2022 in the amount of \$108,957 from MassNAHRO for the renewal of MHA's workers' compensation was reviewed by 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 the invoice from MassNAHRO in the among of \$108,957 for the renewal of MHA's workers' compensation insurance.

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

Nays: None

G. MALDEN YMCA INVOICES – (3)

The Board studied three invoices for the month of February 2022 from the Malden YMCA, as follow:

Family Memberships	\$4,166.67
Newland After School	1,880.14
Linden After School	<u>1,734.10</u>
Total	<u>\$7,780.91</u>

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 to the Malden YMCA of three invoices as follows: 1st Federal Families Memberships in the amount of \$4,166.67 to be paid from the COCC; 2nd in the amount of \$1,880.14 for the Newland Street After School Program; and 3rd in the amount of \$1,734.10 for the Linden After School Program, with both 2nd and 3rd invoices to be paid by AMP 1.

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

Nays: None

H. MYSTIC VALLEY ELDER SERVICES—INVOICES (2)

The Board reviewed two invoices both date Mar. 15, 2022 from the Mystic Valley Elder Services for the provision of Resident Coordinator services at AMPS 2,4,5 and 6. The 1st invoice for the month of January, 2022 is in the amount of \$14,031.93, and the second for the month of February, 2022 in the amount of \$13,209.84.

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 two invoices from Mystic Valley Elder Services for the months of January in the amount of \$14,031.93 and February in the amount of \$13,209.84 with payment allocated to the AMPs served.

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

Nays: None

I. S.G. RISK MANAGEMENT—INVOICE

The Board considered an invoice from S.G. Risk Management dated Mar.14, 2022 in the amount of \$213.75 for insurance consulting services for the month of February, 2022.

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 pay the invoice from S.G. Risk Management in the amount of \$213.75 for insurance consulting services with payment to be made by the COCC and by those AMPs designated on the invoice.

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

Nays: None

J. MALDEN POLICE DEPARTMENT—INVOICES (8)

The Board scrutinized over eight invoices from the Malden Police Department for police details at 630 Salem Street, 89 Pearl Street, 312 Bryant Street and 557 Pleasant Street as follows:

<u>DATED</u>	<u>INVOICE</u>	<u>AMOUNT</u>
3/2/22	25405	\$309.63
3/8/22	26427	\$ 928.89
3/10/22	26470	309.63
3/10/22	26483	619.26
3/11/22	26489	309.63
3/14/22	26497	928.89
3/16/22	26526	309.63
3/17/22	26534	<u>309.63</u>
	<u>TOTAL</u>	<u>\$4,025.19</u>

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

VOTED: To approve and pay the eight (8) Malden Police invoices in the total amount of \$4,025.19 with costs allocated to the AMPs served.

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

Nays: None

K. Attorney Manette Donovan – Approval of Quotes and Issuance of Task Orders

The Board considered three quotes for the provision of professional services provided by Attorney Manette Donovan, the 1st in the amount of \$175/hour for Assistance in Completing MHA’s Fair Housing Marketing Plan, the 2nd in the amount of \$175/hour for Assistance in Completing MHA’s Language Access Plan, and the 3rd in the amount of \$175/hour for Assistance in Completing MHA’s Reasonable Accommodation/Modification Policy, with all three policies being required for inclusion in MHA’s DHCD FY2023 Annual Plan process.

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

VOTED: To approve all 3 Quotes from and Authorize issuance of related Task Orders to Attorney Manette Donovan for Assistance in Completing MHA’s Fair Housing Marketing Plan, Language Access Plan and Reasonable Accommodation/Modification Policy, each at the cost of \$175/hour.

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

Nays: None

4. POLICIES AND CONTRACTS

a) MHA FAIR HOUSING MARKETING PLAN – TABLED

b) MHA LANGUAGE ACCESS PLAN – TABLED

c) REASONALBE ACCOMMODATION/MODIFICATION POLICY AND PROCEDURES- TABLED

d) APPROVAL AND CONFIRMATION OF MHA’s REQUIRED DHCD ANNUAL PLAN POLICES

The Executive Director presented the Board with the six (6) MHA Policies DHCD currently requires be included in the FY2023 Annual Plan process as follows:

1. Capitalization Policy
2. State Rental Collection Policy
3. State Grievance Policy
4. State Private Conference Policy
5. Procurement Policy
6. Personnel Policy

The Board was requested to approve and confirm each as of the meeting date. It was noted there were no material revisions included in any of the Policies.

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

VOTED: To approve and confirm the above six (6) MHA Policies required for inclusion in DHCD's FY2023 Annual Plan process.

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

Nays: None

5. **REVIEW OF CHARITABLE REQUESTS**

None

6. **CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS**

A. RAUL CAMPILLO TIME ADVANCE

The Board considered a request from MHA Human Resources Director, Raul Campillo, for an advance of time of six (6) days over and above time to be accrued by him on May 30, 2022 following his completion of his initial 6 month probationary period of employment with MHA.

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

VOTED: To Approve Director Campillo's Request for an Advance of Time of six (6) days to be offset by time accrued by him on May 30, 2022 following completion of his initial 6 month probationary period of employment with MHA.

B. EASTERN BANK ACQUISITION OF CENTURY BANK

The Board reviewed a request from Eastern Bank for the Board to sign a release together with an Eastern Bank Official requesting that the Federal Reserve Bank close a collateral joint custody safekeeping account, formerly held by Century Bank for the benefit of MHA, which is no longer needed following Eastern Bank's acquisition of Century.

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

VOTED: To Approve that Commissioner Mark A. Lawhorne sign and return the Joint Letter request to Eastern Bank for submission to the Federal Reserve Bank.

7. OPEN DISCUSSION

A. SCHEDULE MEETINGS

The Board discussed scheduling dates and time for MHA's FY2023 Resident Advisory Board (RAB) Meeting and MHA's joint FY2023 HUD Annual Plan and DHCD Annual Plan Public Hearings, with the RAB to be held in the Library Room at 630 Salem Street, and the Joint Public Hearing to be held in the fully accessible 603 Salem Street Community Room.

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

VOTED: To Schedule MHA's FY2023 RAB Meeting to be held at 8:30 A.M. on May 31, 2022 in the 630 Salem Street Library Room, and to Schedule MHA's joint FY2023 HUD Annual Plan and DHCD Annual Plan Public Hearings to be held at 8:30 A.M. on June 14, 2022 in the 630 Salem Street Community Room.

B. AGASSIZ

The Executive Director presented the Board with a Letter form the Adelaide Breed Bayrd Foundation awarding a grant in the amount of \$64,000 to Agassiz Village in Maine to provide up to forty (40) free and reduced cost summer camperships to age-eligible MHA resident family children.

No other Action was Needed.

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 9:31 AM


John P. Matheson