

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, May 25, 2021 at 10:20 AM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS ATTENDING: Joan M. Chiasson, Chairperson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

MHA STAFF ATTENDING: Stephen G. Finn, Ed Fahey Deborah A. Lungo and Thomas P. Callaghan, Jr.

1. APPROVAL OF MINUTES OF MAY 11, 2021

The minutes of the meeting of May 11, 2021 were scrutinized by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley it was unanimously

VOTED: To approve the minutes of the May 11, 2021 meeting as submitted.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks.

No further action was necessary.

3. FINANCIAL MATTERS

A. MONTHLY FINANCIAL STATEMENTS

The Executive Director distributed MHA's Combined Balance Sheets and Monthly Budget Comparisons for the months ending February and March 2021 with the Board.

No further action was necessary.

B. BLACKSTONE BLOCK ARCHITECTS, INC. ("BLACKSTONE") – FEE AMENDMENT

The Executive Director received approval via email poll sent to the Board on May 12, 2021 for an increase in fees to Blackstone for the Springdale window and door replacement project. The increase in the amount of \$5,860 was caused by additional work as a result of the lengthy delay in restarting the project due to the pandemic.

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

VOTED: To confirm the poll approval for the fee amendment submitted by Blackstone in the sum of \$5,860 for the Springdale window and door replacement project and authorize the Executive Director to submit the same to Massachusetts Department of Housing and Community Development (“DHCD”) for processing.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

C. ODYSSEY ADVISORS, INC. (“ODYSSEY”) – INVOICE

An invoice dated May 13, 2021 in the sum of \$2,000 from Odyssey for preparation of the annual disclosures for MHA retirement income plan for fiscal year ending September 30, 2020 in accordance with Governmental Accounting Standard Board Statement 68 (“GASB 68”) was considered by the Board.

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

VOTED: To approve and authorize payment to Odyssey in the sum of \$2,000 for completion of the GASB 68 actuarial report for inclusion in MHA’s FY 2021 Audit to be paid from Central Office Cost Center (“COCC”) funds.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

D. MICHAEL KIM ASSOCIATES – INVOICE

The Board analyzed an invoice dated May 14, 2021 from Michael Kim Associates on the engineering and design services for the Newland Street roof replacement project in the sum of \$4,150

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

VOTED: To approve and authorize payment in the sum of \$4,150 to Michael Kim Associates for AMP 1 roof replacement engineering and design services at the Newland Street project to be paid from Capital Funds.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

E. MARCUM ACCOUNTANTS AND ADVISORS ("MARCUM") – INVOICE

An invoice dated April 30, 2021 from Marcum in the sum of \$4,762.50 for MHA's U.S. Department of Housing and Urban Development's ("HUD") required audit and Agreed Upon Procedures ("AUP") was considered by the Board. It was noted that the report is 75% complete.

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

VOTED: To approve and authorize payment to Marcum in the sum of \$4,762.50 for MHA's Federal audit with funding to be determined by MHA's Finance Director.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

F. COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION ("GIC") – INVOICES (3)

The Board analyzed three (3) invoices dated May 11, 2021 for the period April – June 2021 from GIC for health insurance premiums as follows:

Employees	\$ 210,359.01
Retirees	53,816.25
Survivors	<u>3,138.30</u>
	<u>\$267,313.56</u>

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

VOTED: To approve and authorize payment to GIC for health insurance premiums in the total sum of \$267,313.56 for the period April – June 2021 with payment to be determined by MHA's Finance Director.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

G. JAMES M. HENNESSEY – INVOICE

An invoice from James M. Hennessey dated May 20, 2021 in the sum of \$2,610 for conducting the completion of inspections at MHA's State properties was perused by the Board.

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

VOTED: To approve and authorize payment to James M. Hennessey in the sum of \$2,610 for completions of inspections of MHA's State properties to be funded from the 400-1 program and the COCC.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

H. MALDEN POLICE DEPARTMENT – INVOICES (2)

The Board examined two (2) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, Suffolk Manor and 89 Pearl Street were perused by the Board, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
05/11/21	24581	\$2,743.50
05/18/21	24632	1,581.90
	TOTAL	<u>\$4,325.40</u>

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

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$4,325.40 funded as appropriate from the AMP's served.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

I. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICE

An invoice dated May 18, 2021 from MVES for the month of April 2021 in the sum of \$15,626.05 for resident service coordinators at various Federal developments was scrutinized by the Board.

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

VOTED: To approve and authorize payment to MVES in the sum of \$15,626.05 allocated to the Federal AMP's served.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

J. TERMINAL EXCHANGE SYSTEMS (“TERMINAL”) – QUOTE

An undated task order (quote) from Terminal for MHA's server and information technology (“IT”) system upgrades in the sum of \$18,654.66 was reviewed by the Board.

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

VOTED: To approve and authorize the Executive Director to contract with Terminal for MHA's server and IT system upgrades in the sum of \$18,654.66 with the payment to be allocated across all MHA cost centers, including the COCC.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

K. HUMAN RESOURCE LEGAL SERVICES – BIDS

The Board considered two (2) bids for human resource and labor legal services as follows: (1) KP Law, P.C. with an hourly rate of \$190 per hour and (2) Murphy, Hesse, Toomey & Lehane, LLP with an hourly rate of \$240.

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

VOTED: To approve and authorize the Executive Director to contract for five (5) years with KP Law, P.C. as the most responsible and responsive bidder for human resources and employment law at the hourly rate of \$190 with MHA's option to terminate the same at any time in its sole discretion.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

Joan M. Chiasson excused herself.

L. UNIFORM PHYSICAL CONDITION STANDARDS NATIONAL STANDARD FOR THE PHYSICAL INSPECTION OF REAL ESTATE (“UPCS/NSPIRE”) – REAL ESTATE ASSESSMENT CENTER – (“REAC”) - BIDS

Two bids for UPCS/NSPIRE REAC inspectional services were analyzed by the Board. The First from Midwest Inspections in the proposed annual sum of \$15,833.75, which failed to respond as requested to: (1) addenda; (2) remote inspection pricing; and (3) did not cite NSPIRE platform that HUD has adopted for REAC inspections. The Second bid was from U.S. Inspection Group, Inc. and the Procurement and Modernization Director, Edward Fahey, recommended U.S. Inspection Group as the most responsible and responsive bidder with the annual proposal price of \$16,730

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

VOTED: To approve and authorize the Executive Director to contract for five (5) years with U.S. Inspection Group, Inc. for the annual proposal price of \$16,730 as the most responsible and responsive bidder for MHA's Annual UPCS/NSPIRE REAC with MHA's option to terminate the same at any time in its sole discretion.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

Joan M. Chiasson returned to the meeting.

4. POLICIES AND CONTRACTS

A. MHA SECTION 8 ADMINISTRATIVE PLAN – (“ADMIN PLAN”) REVISIONS

The Board studied Nan McKay's Model Admin Plan with revisions for 2021 and considered approval of said revisions to MHA's Admin Plan as required by law and regulation.

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

VOTED: To approve and adopt immediately the revisions to MHA's Admin Plan as detailed.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

B. HUD NOTICES

The Board perused the adoption of one (1) new additional public housing waiver and one (1) new additional Section 8 programmatic waiver, the termination of two (2) previously adopted Section 8 program waivers and the extension of all other previously adopted programmatic waivers included in HUD Notices PIH 2020-5, 2020-13, Rev-1 and 2020-33 Rev-2 as same are contained in HUD Notice PIH 2021-14 with implementation to be as of the date of this Notice, for the maximum term allowed, and that MHA update and continue to maintain a checklist of all approved, extended and terminated waivers to satisfy future HUD auditing requirements.

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

VOTED: To approve and authorize the Executive Director to adopt the new and additional public housing and Section 8 programmatic waivers, to terminate the two (2) previously adopted Section 8 waivers and to extend, for the full term allowed, all other waivers

previously adopted as contained in the Notices referenced above, and that MHA update and continue to maintain a checklist of all approved, extended and terminated waivers to satisfy future HUD auditing requirements.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

5. CHARITABLE REQUESTS

A. SPECIAL OLYMPICS

The Board examined a solicitation from the Special Olympics 2021 Partners Renewal Reminder.

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

VOTED: To approve and authorize a contribution of \$200 from the COCC to the Special Olympics.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

None

7. OPEN DISCUSSION

None

ADJOURNMENT

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

VOTED: To adjourn.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

Adjourned at 11:15 AM

05/25/2021

William P. Hurley

Acting Secretary, William P. Hurley

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