

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, July 13, 2021 at 9:00 AM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

MHA STAFF ATTENDING: Stephen G. Finn and Thomas P. Callaghan, Jr.

OTHERS ATTENDING: John P. Matheson

1. BOARD SUCCESSION OF OFFICERS

The Board and staff greeted John P. Matheson who has been nominated by the Governor to replace Frank M. Molis as Commissioner. Mr. Matheson has not yet been sworn into office so he could not formally participate in the meeting.

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

VOTED: To elect a slate of officers as follows:

Joan M. Chiasson, Chairperson
 Mark A. Lawhorne, Vice Chairperson
 William P. Hurley, Secretary
 John P. Matheson, Treasurer
 Vacant, Assistant Treasurer

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

Nays: None

2. APPROVAL OF MINUTES OF JUNE 22, 2021

The minutes of the meeting of June 22, 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 June 22, 2021 meeting as submitted.

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

Nays: None

3. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the Massachusetts Rental Voucher Program ("MRVP") and Section 8 payments for the month of June 2021 totaling \$1,330,034.22 and the Revolving Fund payments for the month of June 2021 totaling \$1,994,632.72

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

VOTED: To approve the bills and signing of checks for June 2021.

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

Nays: None

4. FINANCIAL MATTERS

A. MHA'S FY 2022 PUBLIC HOUSING AUTHORITY ANNUAL AND 5 YEAR PUBLIC HOUSING AUTHORITY ("PHA") PLAN – RESOLUTION NO. 2021-04

The Executive Director presented the final version of MHA's Annual PHA Plan and Five-Year Plan, inclusive of all Admissions and Continued Occupancy ("ACOP"), Section 8 Administrative Plan revisions and U.S. Department of Housing and Urban Development ("HUD") form 50077-ST-HCV-HP to the Board together with a signed certification from Mayor Christenson for review. After discussion, The Executive Director requested that the Board approve a Resolution, as required by HUD, authorizing the Board Chairperson and the Executive Director to sign and submit the Plan together with all required documentation and certifications.

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

RESOLVED AND VOTED: **Resolution No. 2021-04** to approve MHA's Federal Fiscal Year 2022 Annual PHA Plan, inclusive of HUD Form 50077-ST-HCV-HP and all ACOP, Section 8 Administrative Plan and Public Housing Lease revisions and as referencing MHA's 2022-2026 Five-Year Capital Action Plan including the 2022 Capital Fund Annual Statements, authorize the Board Chairperson and the Executive Director to sign all required documents, and further authorize the Executive Director to submit the same electronically to HUD together with all requisite Attachments and Certifications signed by all required duly authorized and designated MHA and City of Malden, MA officials.

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

Nays: None

B. MHA'S FY 2022 MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") ANNUAL PLAN – RESOLUTION NO. 2021-05

The Executive Director presented MHA's FY 2022 Annual Plan for submission to DHCD.

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

RESOLVED AND VOTED: **Resolution No. 2021-05** to approve MHA's DHCD Fiscal Year 2022 Annual Plan, inclusive of required attachments, and authorization for the Executive Director to certify and submit the Plan to DHCD together with all required documents.

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

Nays: None

C. MHA'S COMPARATIVE FINANCIALS FOR MAY 2021

The Board reviewed the MHA's Comparative Financials for May 2021.

No further action was necessary.

D. CBI CONSULTING INC. ("CBI") – INVOICE

The Board considered an invoice dated June 23, 2021 from CBI in the sum of \$217 for construction administration for the roof replacement project at Springdale.

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

VOTED: To approve payment to CBI in the sum of \$217 for completed work on the Springdale roof replacement project and authorize the Executive Director to submit the same to DHCD for processing through the CapHub system.

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

Nays: None

E. UNITED ELEVATOR COMPANY, INC. ("UNITED") – TASK ORDER

A task order (quote) dated November 16, 2020 in the sum of \$492,368 from United for the rehabilitation of the elevators at 89 Pearl Street was analyzed 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 task order with United in the sum of \$492,368 to completely rehabilitate and modernize the elevators at 89 Pearl Street and to pay cost for same with capital funds.

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

Nays: None

F. SIEMENS INDUSTRY, INC. ("SIEMENS") – INVOICE

The Board studied an invoice dated July 1, 2021 from Siemens in the sum of \$46,082 for energy measurement and reporting under the Energy Performance Contract ("EPC") for submittal to HUD from July 1, 2021 thru June 30, 2022.

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 payment to Siemens in the sum of \$46,082 for tracking and reporting on MHA's EPC annual measurement and verification cost and consumption savings for the period July 1, 2021 thru June 30, 2022 and provide said report to HUD for Operating Fund purposes when completed.

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

Nays: None

G. BCM CONTROLS CORPORATION ("BCM") – CORRECTION

At the Board meeting of June 8, 2021 the Board approved an invoice dated June 2, 2021 for the electronic access service agreement at Suffolk Manor from BCM in the sum of \$7,592, however, the correct amount is \$8,792.

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 correct the previous vote of June 8, 2021 in the amount of \$8,792 to BCM for the annual renewal of Suffolk Manor's service agreement.

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

Nays: None

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

An invoice dated July 6, 2021 from MVES for the month of May 2021 in the sum of \$14,846.73 for resident service coordinators at various Federal developments was perused by the Board.

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 payment to MVES in the sum of \$14,846.73 for the monthly provision of onsite resident service coordinator services with costs allocated to the Federal AMP's served.

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

Nays: None

I. MALDEN POLICE DEPARTMENT – INVOICES (3)

Three (3) invoices from the Malden Police Department for police details at various elder and disabled sites were scrutinized by the Board, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
06/22/21	24864	\$844.45
06/22/21	24878	290.40
06/28/21	24893	1,570.45
	TOTAL	<u>\$2,705.30</u>

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 the Malden Police Department in the total sum of \$2,705.30 as appropriate from the AMP's served.

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

Nays: None

J. JRM HAULING & RECYCLING SERVICES, INC. (“JRM”) – BID PROPOSAL

The Board examined a bid proposal dated May 26, 2021 from JRM for removal and disposal of computer monitors and televisions at the cost of \$49 for each item for the period of one (1) year with the option, at the sole discretion of MHA, with four (4) additional consecutive one (1) year terms.

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 with JRM as the most responsible and responsive bidder for the disposal of televisions and computer monitors at the cost of \$49 for each item for the period of one (1) year with the option at the sole discretion of MHA with four (4) additional consecutive one (1) year terms, including MHA's right to terminate in its sole discretion.

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

Nays: None

K. MARCUM LLP'S AGREED UPON PROCEDURE REPORT ("AUP")

The Board was presented with MHA's AUP report dated June 28, 2021 utilized to evaluate compliance with DHCD requirements.

For informational purposes only.

L. BLACKSTONE BLOCK – INVOICE

An invoice from Blackstone Block Architects dated July 6, 2021 in the sum of \$5,680 for architectural services for window and door replacement at Springdale 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 Blackstone Block Architects in the sum of \$5,680 for architectural services and authorize the Executive Director to submit the same to DHCD through its CapHub system for processing.

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

Nays: None

M. TERMINAL EXCHANGE SYSTEMS ("TERMINAL") – TASK ORDER

The Board reviewed an undated task order (quote) from Terminal to acquire and install ransomware software protection for MHA's Information Technology ("IT") systems, and to administer, track and report on activity and provide training to MHA staff on the software system for the maximum sum of \$6,774. It was noted the task order includes a \$1,000,000 guarantee against data loss from a crypto attack.

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

VOTED: To approve the task order with Terminal in the maximum amount of \$6,774, with \$1,804 recurring monthly, to acquire and install ransomware software protection of MHA's IT systems, and to administer, track and report on activity, as well as provide training to MHA staff.

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

Nays: None

5. POLICIES AND CONTRACTS

A. MHA BY-LAW AMENDMENT

The Executive Director presented an amendment to MHA By-Laws for authorization of remote meeting attendance by Commissioners.

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 Amendment to MHA's By-Laws authorizing remote meeting attendance by Commissioners.

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

Nays: None

B. MHA'S PERSONNEL POLICY CHANGE

The Board discussed the inclusion of Juneteenth as a recognized federal and state holiday.

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 revision to MHA's Personnel Policy to include Juneteenth as a holiday and to allow Commissioners to designate same for employees use in the manner best determined by the Board.

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

Nays: None

6. **CHARITABLE REQUESTS**

A. **AGASSIZ VILLAGE**

The Board perused a thank you from Agassiz Village for its recent contribution.

No further action was necessary.

7. **CORRESPONDENCE AND NEWSLETTERS**

None

8. **OPEN DISCUSSION**

A. **MALDEN COMMUNITY PRESERVATION COMMITTEE INFORMATION**

The Board reviewed the need to replace Frank M. Molis and appoint MHA's representative on the Malden Community Preservation Committee.

No further action was necessary at this time.

B. **MHA BOARD MEETING TIME**

The Board discussed the best time of day for the Board meetings and it was agreed that the meetings would be on Tuesdays at 8:30 AM.

No further action was necessary at this time.

C. **EXECUTIVE DIRECTOR'S CONTRACT**

The Executive Director presented his proposed contract renewal since his current contract is expiring on September 30, 2021, but DHCD is requiring a new contract at an earlier date. The Executive Director transmitted his current contract and a draft contract extension noting the discrepancy between DHCD policy and MHA By-Laws pertaining to sick leave buy-back.

No further action was necessary at this time.

D. **FORMER MHA EMPLOYEE**

The Board received the recent obituary of Robert P. Knox, Sr., a former maintenance staff employee of MHA.

No further action was necessary at this time.

ADJOURNMENT


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

VOTED: To adjourn.

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

Nays: None

Adjourned at 10:18 AM



William P. Hurley, Secretary

SEAL