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## NOTICE OF MEETING CITY OF MELROSE, MASSACHUSETTS

**ORGANIZATION: Melrose Housing Authority**

**MEETING DATE: Tuesday, December 9, 2025**

**TIME: 7:30 PM**

**MEETING LOCATION: 910 Main Street  
Melrose, MA 02176**

**REQUESTED BY: Martin Corona, Executive Director**

### AGENDA

1. **Roll Call**
  - Declaration of a Quorum
2. **Minutes Pending Adoption:**
  - Minutes from November 19, 2025, MHA Regular Board Meeting
3. **Tenant Association and Public Comments:**
4. **MHA Program Management/Operations Report (Executive Director Report):**
  - a. CHAMP Admission/Intake/Screening:
    - Update on Applicant Processing
  - b. State-Aided Elderly/Handicapped Programs (667-1)- Elderly/Family Housing:
    - Rent Collection Report (November 2025)
    - Vacancy Report (November 2025)
    - Recertification Report (November 2025)
  - c. Maintenance Department:
    - November 2025 Work Order Report
    - Capital Improvement Projects Update  
(McCarthy & Steele Electric Panel and McCarthy Window Project)
  - d. Rental Assistance (Section 8/MRVP/AHVP/DMH):
    - November 2025 Report
    - Recertification Report (November 2025)
    - HCV Shortfall Application Update
  - e. Financial Administrator's report:
    - October 2025 Comparatives
    - Approval of Disbursements-October 2025
    - Review of Disbursements-November 2025
5. **New Business**
  - Approval of Change Order for FISH #178136-Electrical Panels
  - Update on Key Fob System-Swiftlane
  - Review of Resumes with Steele LTO
6. **Adjournment**

*\*The next MHA Regular Public Board meeting is scheduled for Tuesday, January 13, 2025, at 7:30 p.m. at 910 Main Street, Melrose, MA. 02176*