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MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
JANUARY 11, 2022
PUBLIC SESSION

A regular meeting of the Melrose Housing Authority was held on Tuesday, January 11, 2022, in the Main Office of the Melrose Housing Authority C.J McCarthy building at 910 Main Street, Melrose, Massachusetts 02176 at 7:30 p.m.

*Please note this meeting was held via ZOOM.

1. Roll Call

Ellen Connolly	Present
Steven Douglas	Present
Caitlin Robinson	Present
Francis Paglia	Present
Charlie Harak	Present

Lisa Young served as clerk. Jim Holt, MHA Executive Director was also present.

Chairman Connolly declared a quorum was present.

2. Minutes Pending Adoption

The Board of Commissioners reviewed and discussed the December 14, 2021 Regular Board Meeting Minutes. Upon a motion by Francis Paglia, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the December 14, 2021 Regular Board Meeting Minutes. Chairman Connolly declared the AYES have it.

3. Tenant Association Representative Participation

Nothing to Report

4. Communications

Nothing to Report

5. Report of the Executive Director

a. State-Aided Elderly /Handicapped Programs 667-1/2
Elderly/Family Housing 667/705

(i.) December 2021 Vacancy Report

MHA Public Housing Coordinator, Katelynn Lemieux was present for this portion of the Board meeting. As of December 31, 2021, Jim Holt reported that there are currently 16 vacant units of which nine are at the McCarthy and seven are at the Steele House. We recently leased up several units as well. There have been multiple lists pulled. We expect to get more vacancies come February and March. Ms. Lemieux stated that lots of residents have moved into long term care or have moved in with family.

There are 16 of 17 705 units occupied. 44 Otis St. is all set to begin renovations, however the RCAT team working on this project are dealing with COVID issues so once the project managers return, this project will resume. The project will have to be put out to bid so we hope to begin work in the spring.

There are 10 AHVP vouchers currently leased up. There have been three vouchers issued for the nursing home pilot program. Report was received and placed on file.

Special Needs Housing Program (689)

Nothing to Report

b. Rental Assistance (Section 8/MRVP/AHVP/DMH)

(i.) January 1, 2022 Report

As of January 1, 2022, there are 236 HCV vouchers leased out of 240 for the Section 8 program and there are 52 out of 57 PBV vouchers leased up.

c. Financial Administrator's Report

(i.) Approval of Disbursements- November 2021

The Board of Commissioners reviewed and discussed the financial report for November 2021. Jim Holt reported that a new truck was bought for the maintenance dept which was a Ford F250 for $46,773.00. Upon a motion by Francis Paglia, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the November 2021 disbursements in the amount of $487,871.01. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- December 2021

The Board of Commissioners briefly reviewed the preliminary disbursements for December 2021. The report will be placed on file to be discussed and approved next month.

d. Personnel

(i) Public Housing Coordinator / Compensation of unused Vacation hours.

MHA Public Housing Coordinator, Katelynn Lemieux was present for this portion of the Board meeting. Katelynn has accepted a part-time position with the Wilmington Housing Authority as the Executive Director. Katelynn will remain at the MHA on a part-time basis and will continue to perform limited Public Housing Manager duties as well as training a possible replacement for this position. Currently, Ms. Lisa Young is working with Katelynn on training for this position. The Board congratulated Katelynn on her new position.

Jim Holt is seeking approval from the Board to pay out Ms. Lemieux for her unused vacation hours. Katelynn has 43.50 unused vacation hours @ $28.50 per hour to equal $1,239.75. Upon a motion by Charlie Harak, duly seconded by Francis Paglia and unanimously approved, the Board voted to approve to pay Ms. Katelynn Lemieux unused vacation hours in the amount of $1,239.75. Chairman Connolly declared the AYES have it.

e. All other matters that may be presented

Nothing to Report

6. Report of the Maintenance Department

(i) December 2021 Report

The Board reviewed the Maintenance report for December 2021. Ceilings were patched/painted by Marquez Painting in McCarthy units 504 and 706 due to water damage.

Fall landscaping/clean-up was performed by Neighborhood Landscaping on 12/13/21 at both McCarthy and Steele house. Fire/Sprinkler testing was conducted by PDA Electrical in the McCarthy and Steele house on 12/14/21. Fire/Sprinkler testing was also conducted at 919 Main St. by PDA Electrical on 12/15/21.

Frank Bossi of DHCD conducted a site visit at the Steele house on 12/16/21 regarding the fire alarm panel upgrade.

A leak was discovered in one of the kitchen pipes at 15 Fellsview Terrace. The leak was found to be inside of the wall. Jim Holt reports that it seems like the leak was going on for a while as there was a good amount of mold inside the wall. The tenant can still access the kitchen area as the wall has been blocked off where the damage is and the leak has since been repaired. MHA is working on remediation and will keep the Board updated as the process continues.

Report was received and placed on file.

7. Report of Committees

Nothing to Report

8. Unfinished Business

(i) McCarthy building Interior Flood Proofing

Jim Holt is seeking a ratification of the Board's vote by email to accept the contract with M&C Building, LLC. for the McCarthy Interior Flood Proofing. Jim Holt is waiting to hear back from the architect to find out when the contract will begin and what the low bid amount was. Upon a motion by Caitlin Robinson, duly seconded by Francis Paglia and unanimously approved, the Board voted to ratify the previous email vote to approve the contract with M&C Building, LLC. Chairman Connolly declared the AYES have it.

9. New Business

(i) MHA Budget- Rich Conlon

(At this time of the Board Meeting, a new Zoom link was created which caused a brief pause of the MHA Regular Board meeting. Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to temporarily suspend the MHA Regular Board meeting and resume with a new Zoom link at 8:10 p.m.).

MHA Fee Accountant Rich Conlon was present via Zoom for this portion of the Board meeting to discuss the FY2022 budget. Commissioner Charlie Harak asked Mr. Conlon if the electric account will reflect the reduced pricing from the solar contract. Jim Holt discussed that the Solar contract was just signed and approved. The MHA will begin to receive solar credits sometime in June 2022 on the electric bills. Rich Conlon was unaware of this at the time the MHA budget was put together. Rich Conlon stated that this would show on the budget as income to the 400 program, half of the credits go to MHA and the other half goes to DHCD. The revenue we think we will bring in for 2022 is $1,618,500. There are two exemptions that we have requested, one is the Retirement Assessment, and the other exemption is the Medical Retirees and Survivors. DHCD is giving every housing authority stove top fire arrestors which would put a stove fire out. The MHA is requesting a subsidy of $509,066. DHCD will go back and calculate the subsidy once the end of the fiscal year is here on 12/31/22. There was a 4% salary increase for administrative staff members. The Executive Director's salary schedule is not out yet, but it is expected to be released in the next few weeks. The Department of Labor issues maintenance salary schedules every April 1st. MHA has set aside increases of 3% for maintenance staff.

State fire insurance is at $170.00 per unit right now. We are required to have Fidelity bonds because of the Section 8 program.

Upon a motion by Caitlin Robinson, duly seconded by Steven Douglas and unanimously approved, the Board voted to approve the budget for the State 400-1 program for fiscal year ending December 31, 2022, showing a total revenue of $1,618,500.00 and total expenses of $2,221,566 thereby requesting a subsidy of $509,066. Chairman Connolly declared the AYES have it.

Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the budget for the State 689-9 program for fiscal year ending December 31, 2022, showing a total revenue of $36,960.00 and total expenses of $44,560.00 thereby requesting a subsidy of $0. Chairman Connolly declared the AYES have it.

Upon a motion by Caitlin Robinson, duly seconded by Charlie Harak and unanimously approved, the Board voted to approve the budget for the State MRVP program for fiscal year ending December 31, 2022, showing a total revenue of $7,200.00 and total expenses of $6,472.00 thereby requesting a subsidy of $0. Chairman Connolly declared the AYES have it.

(ii) HCV Admin Plan updates

Jim Holt is seeking the Board's approval to update some sections of the HCV Admin Plan. The following changes were made:

1. Added Project Based Voucher (PBV) Centralized Waitlist policies
2. Added Levi Gould development information
3. Added "Good Cause Refusal" language/Update to Fuller House and Levi Gould Application of Preferences
4. Update to changes in Family unit size and Payment Standards
5. Added Policy for Remote Informal Review Hearings and Briefings
6. Added Policy for accepting Electronic Signatures and Scanned documents
7. Update Violence Against Women Act (VAWA) and Emergency Transfer Plan to include PBV families

Jim Holt briefly described each update. Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the updates to the HCV Admin Plan as presented. Chairman Connolly declared the AYES have it.

(iii) Proposed preferences for Levi Gould and Fuller House

The MHA has published a public notice to provide an opportunity for public comment on the preference structure for MHA's PBV at the Levi Gould and the Fuller House. The proposed preferences are as follows:

1. First preference is to applicants who are Elderly Melrose residents and veterans
2. Second preference is to applicants who are Elderly and Melrose residents
3. Third preference is to applicants who are Elderly and veterans
4. Fourth preference is to applicants who are Elderly
5. All other eligible applicants by date and time of application, and in accordance with adopted HUD regulations as they may exist from time to time

Upon a motion by Caitlin Robinson, duly seconded by Charlie Harak and unanimously approved, the Board voted to approve the Proposed Preferences to the Levi Gould and Fuller House projects. Chairman Connolly declared the AYES have it. Commissioner Charlie Harak asked Mr. Holt to clarify that the preference is for elderly and disabled. Jim Holt stated that it is only for elderly. Therefore, Commissioner Harak requests to withdraw his vote as he is not in support. Jim Holt will get further clarification just to be sure this information is correct.

(iv) Snow Removal Policy

At the recommendation of DHCD, the MHA has created a Snow Removal Policy to clearly articulate the MHA's snow removal procedures. Snow removal/treatment will commence with the accumulation of 1' or more of snow or icy conditions. Snow removal and ice treatment will be performed on a 24 hour- 7 day a week basis as required by conditions. Priorities for snow removal is cleaning of main walkways, parking spots, clearing of generator, fire hydrants or any emergency access. A copy of the Snow Removal Policy will be given to all residents. Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the MHA's Snow Removal Policy. Chairman Connolly declared the AYES have it.

10. Litigation or Possible Litigation

Nothing to Report

11. Adjournment

The MHA Regular Public Board meeting was adjourned at 9:00 p.m. The next MHA Regular Public Board Meeting is scheduled for Tuesday, February 8, 2022, at 7:30 p.m.

Respectfully Submitted:

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James Holt, Executive Director