MELROSE HOUSING AUTHORITY
SPECIAL BOARD MEETING
FEBRUARY 22, 2022
PUBLIC SESSION

A special meeting of the Melrose Housing Authority was held on Tuesday, February 22, 2022, in the Main Office of the Melrose Housing Authority C.J McCarthy building at 910 Main Street, Melrose, Massachusetts 02176 at 5:30 p.m.

***Please note this meeting was held via ZOOM**.

1. **Roll Call**

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

Lisa Young served as clerk. Jim Holt, MHA Executive Director was also present as well as Paula Kinnon, MHA Financial Coordinator.

Chairman Connolly declared a quorum was present.

2. **Minutes Pending Adoption**

3. **Tenant Association Representative Participation**

4. **Communications**

5. **Report of the Executive Director**

6. **Report of the Maintenance Department**

7. **Report of Committees**

8. **Unfinished Business**

9. **New Business**

(i) FYE 2021 Financials

Jim Holt presented the Board with the FYE 2021 Financials. Electricity costs went down about $92,000 from the previous year which we believe is due to the mild winter and the removal of air conditioners. More money was spent on water and sewer as rates have gone up. Insurance also increased from last year. The Section 8 program had a net loss of $3,791 and Unrestricted net position of $394,436. The 400-1 program had a net loss of $103,041.00 and income made was $1,653,717, total expenses were $2,112,649. MHA's unrestricted net assets of $632,229.00 is good as it is above DHCD's required 35% minimum. The assets are currently at 60.28%. The 689-3 program made a profit of $8,480 and has reserves in the amount of $101,766 which can only be used for the 689 property. The MRVP program had a loss of $835. The Management program had a profit of $8,353.

The Board reviewed the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws. Commissioner Charlie Harak read the certification. Upon a motion by Charlie Harak, duly seconded by Francis Paglia, and unanimously approved, the Board voted to approve the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws. Upon a roll call vote, Chairman Connolly declared the AYES have it. AYES- 5 / NAYS- 0.

The Board also reviewed the Certification of Top 5 Compensation form. Commissioner Harak read the Certification of year end financial statements and Tenants Accounts receivables data. Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson, and unanimously approved, the Board voted to approve the Certification of Top 5 Compensation form. Upon a roll call vote, Chairman Connolly declared the AYES have it. AYES- 5 / NAYS- 0.

(ii) 919 Main St. Bathroom Renovations- Change Order #1

A Change Order was submitted for the 919 Main St. bathroom renovation. This Change Order involves installation of temporary supports, removal of all rotted wood beams, all rotted wood, installation of triple beams and minor electrical work. This Change Order will result in an additional charge of $5,200. Jim Holt has already approved the work as the residents of this property have been in a hotel room. Upon a motion by Francis Paglia, duly seconded by Caitlin Robinson, and unanimously approved, the Board

voted to approve the Change Order #1 for the 919 Main St. Bathroom renovation. Upon a roll call vote, Chairman Connolly declared the AYES have it. AYES- 5 / NAYS- 0.

10. Litigation or Possible Litigation

11. Adjournment

The MHA Regular Public Board meeting was adjourned at 6:00 p.m. The next MHA Regular Public Board Meeting and Annual Meeting is scheduled for Tuesday, March 8, 2022, at 7:30 p.m.

Respectfully Submitted:

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James Holt, Executive Director