

**MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
MAY 10, 2022
PUBLIC SESSION**

A regular meeting of the Melrose Housing Authority was held on Tuesday, May 10, 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.

1. Roll Call

Ellen Connolly	Present
Caitlin Robinson	Present
Steven Douglas	Present

Commissioner Francis Paglia was absent as well as Commissioner Charlie Harak.

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 April 12, 2022, Regular Board Meeting Minutes. Due to Commissioner Charlie Harak being absent and Commissioner Steven Douglas not being present at the April 12, 2022, board meeting, the April 12, 2022 Regular Board Meeting Minutes will be tabled to be voted on and approved at the June 14, 2022 Regular Board meeting.

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/AHVP

- (i.) April 2022 Vacancy Report

As of April 30, 2022, there are currently 21 vacant units. Jim Holt reports that there will be five move-ins for the month of May. A non-elderly/disabled list was recently pulled so applications are currently being screened. Another Elderly list will be pulled next week. Several units are ready for move-ins at this time. We are expecting three more vacancies in June.

There are two 705 units currently unoccupied, 319 Washington St. and 42 Otis St. which is set to go out to bid in the next couple of weeks. Maintenance has begun working in 319 Washington St. Another 705 family at 489 Lebanon St. recently received a Section 8 voucher so we expect that unit to be vacant soon as well.

There is one AHVP voucher holder from the Nursing Home Pilot program that is searching for a unit. The individual requested a reasonable accommodation to have a 2-bedroom voucher to have a live-in aide and the MHA granted this request. Report was received and placed on file.

Special Needs Housing Program (689)

Nothing to Report

- b. Rental Assistance (Section 8/MRVP/DMH/PBV)

- (i.) May 1, 2022 Report

As of May 1, 2022, there are 234 HCV vouchers leased out of 240 for the Section 8 program and there are 51 out of 57 PBV vouchers leased up.

- c. Financial Administrator's Report

- (i.) Approval of Disbursements- March 2022

The Board of Commissioners reviewed and discussed the financial report for March 2022. Upon a motion by Caitlin Robinson, duly seconded by Steven Douglas and unanimously approved, the Board voted to approve the March 2022 disbursements in the amount of \$549,668.02. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- April 2022

The Board of Commissioners briefly reviewed the preliminary disbursements for April 2022. The report will be placed on file to be discussed and approved next month.

d. Personnel

Nothing to Report

e. All other matters that may be presented

(i) Asbestos Removal- 319 Steele

Due to a past water leak at the Steele House, there is damage to the ceiling in Unit 319. The ceiling is peeling and has asbestos in it. MHA has contracted with S&S Abatement to conduct asbestos removal on 5/18/22. There is a vacant unit that the tenant can use to store belongings in for the day. Tenant will be able to return to unit at the end of the day once complete. Total cost of this job is \$3,950.00.

6. Report of the Maintenance Department

(i) April 2022 Report

The Board reviewed the Maintenance report for April 2022. Neighborhood Landscaping conducted spring clean-up at both McCarthy and Steele House. Wayne's Drains performed 60-day preventative maintenance on the main drains at McCarthy and Steele House. The window and door replacement project is almost complete at 919 Main St. Brandano Plumbing installed a gas line at 919 Main St. in preparation of new gas-powered generator installation.

7. Report of Committees

Nothing to Report

8. Unfinished Business

Nothing to Report

9. New Business

(i) MHA Move Out Procedures

The Board was presented with the MHA's Move Out Procedures. Jim Holt would like approval to add an additional section for a Move-Out Charge Policy. The MHA contracts with ABH for clean-out services when items are left behind after a move-out. MHA obtained a price list from ABH with pricing for what the MHA would charge for the removal of particular items. We hope this will give a clearer understanding of what is expected of tenants and tenant's families when moving out. Upon a motion by Caitlin Robinson, duly seconded by Steven Douglas, and unanimously approved, the Board voted to approve the addition of the Move-Out Charge Policy. Chairman Ellen Connolly declared the AYES have it.

10. Litigation or Possible Litigation

Nothing to Report

11. Adjournment

Upon a motion by Caitlin Robinson, duly seconded by Steven Douglas and unanimously approved, The Board voted to adjourn from the MHA Regular Public Board Meeting at 8:05 p.m. The next MHA Regular Public Board Meeting is scheduled for Tuesday, June 14, 2022, at 7:30 p.m.

Respectfully Submitted:

James Holt, Executive Director