

**MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
JULY 12, 2022
PUBLIC SESSION**

A regular meeting of the Melrose Housing Authority was held on Tuesday, July 12, 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
Steven Douglas	Present
Caitlin Robinson	Present (via Zoom)

Commissioner Charlie Harak was absent.

Lisa Young served as clerk. Jim Holt, MHA Executive Director was also present as well as Financial Coordinator, Paula Kinnon. Chairman Caitlin Robinson was not present for the Roll Call but joined in via Zoom at 7:45 p.m.

Chairman Connolly declared a quorum 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 August 9, 2022, Regular Board meeting.

The Board of Commissioners reviewed and discussed the June 14, 2022, Regular Board Meeting Minutes. Due to Commissioner Charlie Harak being absent, the June 14, 2022, Regular Board Meeting Minutes will be tabled to be voted on and approved at the August 9, 2022, Regular Board meeting.

3. Tenant Association Representative Participation

Nothing to Report

4. Communications

(i) MHA Board Member Resignation

Tenant Representative Francis Paglia has resigned from the MHA Board of Commissioners effective June 30, 2022. Jim Holt sent out notices to the McCarthy residents to inform them that the MHA needs a Tenant Representative. Jim had three residents express interest to him. Jim provided the three residents with the Board Member handbook and one resident came back and said they were no longer interested. Jim gave the McCarthy residents until July 15th to let him know if they were interested in joining the Board.

5. Report of the Executive Director

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

(i.) June 2022 Vacancy Report

As of June 30, 2022, there are currently 24 vacant units. There are eleven applicants that are ready to be offered units. There are 14 units ready to be occupied, a few of these units will be a quick turnaround.

There are two vacant 705 units. 319 Washington St. has been turned and we are currently screening applicants from the Family waiting list. 42 Otis St. is in the construction phase, but Jim Holt anticipates this unit will be turned by the end of the summer. The resident at 487 Lebanon St. received a Section 8 voucher so we expect to have another vacant 705 unit.

There are 13 of 14 AHVP vouchers leased up. One voucher holder asked for another extension which would be the 4th one. Jim Holt is unsure if this request will be granted.

Special Needs Housing Program (689)

Nothing to Report

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

(i.) July 1, 2022 Report

As of July 1, 2022, there are 233 HCV vouchers leased out of 240 for the Section 8 program and there are 56 out of 57 PBV vouchers leased up.

(ii) 2021 HCV Fair Market Rents

Jim Holt explained that the 2021 HCV Fair Market Rents was in response to a SEMAP finding. Jim spoke with MHA's HUD representative today to properly correct the SEMAP finding, and what was going to be presented to the Board is no longer valid.

c. Financial Administrator's Report

(i.) Approval of Disbursements- May 2022

The Board of Commissioners reviewed and discussed the financial report for May 2022. Upon a motion by Caitlin Robinson, duly seconded by Steven Douglas and unanimously approved, the Board voted to approve the May 2022 disbursements in the amount of \$588,642.77. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- June 2022

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

d. Personnel

(i) Maintenance Employee Resignation

Shawn Halpin of MHA Maintenance has given his 2 weeks' notice that he will be leaving the MHA. Shawn was on medical leave that began in April and had planned to be out until July 5th. Jim Holt met with Shawn on June 30, 2022, and that is when Shawn informed Jim that he was giving his notice. Shawn had vacation time on the books, so Jim approved vacation time to cover Shawn's last two weeks of employment. Any remaining vacation time will be paid out to Shawn subject to approval by the Board. Shawn's last day of employment will be July 14, 2022.

(ii) MAHAMS- Director of Maintenance

MHA Director of Maintenance, Patrick Walsh completed his MAHAMS (Massachusetts Maintenance Technician Certification) requirements.

e. All other matters that may be presented

(i) 667-1 / 667-2 Building Cleaning Services

The contract with Fuzzy Fibres recently expired so MHA went out and solicited quotes. Quotes were received from Emerald Green Building Services and Fuzzy Fibres. Fuzzy Fibres was the low bidder, Jim would like the Board's approval to sign another year contract with Fuzzy Fibres. Upon a motion by Caitlin Robinson, duly seconded by Steven Douglas and unanimously approved, the Board voted to approve the contract with Fuzzy Fibres for \$43,800.00 for one year.

(ii) A&R Construction board vote document approvals

At the April Board Meeting, the board voted to approve the Certificate of Final Completion for A&R Construction and a Small Projects Requisition form for the bathroom renovation at 919 Main St. Jim apologized to the Board as this was already approved so essentially, the Board voted twice on the same thing. There were no changes due to this error. Original vote and approval remain in effect.

(iii) MHA Personnel Policy- Confidentiality

At the last Board meeting, Chairman Connolly wanted to review the Confidentiality section of the MHA Personnel Policy. No changes or votes need to be made as this was just to review this section of the policy.

6. Report of the Maintenance Department

(i) June 2022 Report

The Board reviewed the Maintenance report for June 2022. Erickson Foundation conducted a repair to the Steele House ramp entrance. Wayne's Drains conducted 60-day preventative maintenance at McCarthy building and 919 Main St. There is a bathroom renovation in process at 70 East Wyoming Ave. This project should be complete within the next week.

7. Report of Committees

Nothing to Report

8. Unfinished Business

- (i) OWL Engineering- Steele House fire panel test results

A study was done at the Steele House to test the BDA (Bi-Directional Amplifier) signal strength to the Fire dept. and the Melrose Police. in preparation for the replacement of the fire panel. The results of testing were acceptable to the Melrose Fire dept. and this project will be put out to bid.

9. New Business

- (i) Other Post-Employment Benefits (OPEB- Parker Elmore)

Mr. Parker Elmore of Odyssey Advisors was present via Zoom.

Mr. Elmore conducted an actuarial valuation of the MHA for the fiscal year ending 12/31/22 with a measurement date of January 1, 2022, and a Valuation date of January 1, 2022. The plan saw an experience gain of \$207,798 or 15.41% of the beginning total OPEB liability. This was mainly due to a decrease in the number of covered retirees over the two-year period. The MHA's liability two years ago was 1.3 million and went up to 1.6 million. 90% of this increase is due to retiree's medical related costs. The Board thanked Mr. Elmore for his presentation.

10. Litigation or Possible Litigation

Nothing to Report

11. Adjournment

The Board voted to adjourn from the MHA Regular Public Board Meeting at 8:40 p.m. The next MHA Regular Public Board Meeting is scheduled for Tuesday, August 9, 2022, at 7:30 p.m.

Respectfully Submitted:

James Holt, Executive Director