

**MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
JANUARY 10, 2023
PUBLIC SESSION**

A regular meeting of the Melrose Housing Authority was held on Tuesday, January 10, 2023, 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
Mike Barry	Present
Steven Douglas	Present

It was noted that Commissioner Harak arrived at the board meeting at 8pm after Roll Call was taken.

Commissioner Caitlin Robinson was absent.

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

Chairman Connolly declared a quorum present.

2. Minutes Pending Adoption

The Board of Commissioners reviewed and discussed the December 13, 2022, Regular Board Meeting Minutes. Upon a motion by Steven Douglas, duly seconded by Mike Barry, and unanimously approved, the Board voted to approve the December 13, 2022, 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/AHVP

- (i.) December 2022 Vacancy Report

As of December 31, 2022, there are currently 21 vacant units. There are ten (10) units vacant at McCarthy and eleven (11) units vacant at the Steele House (One unit is offline). The MHA continues to actively screen applicants from the CHAMP waitlist.

There are three 705 units that are offline. Report was received and placed on file.

Special Needs Housing Program (689)

Nothing to Report

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

- (i.) January 1, 2023 Report

As of January 1, 2023, there are 301 out of of 303 HCV vouchers leased up for the Section 8 program. Commissioner Harak noted on the report that it says there are 303 HCV vouchers in total, however the MHA only has 301 HCV vouchers. Jim Holt thinks this may be a typo but he will check and report back to Commissioner Harak.

There are 57 out of 57 PBV vouchers leased up between the Levi Gould and the Fuller House.

- c. Financial Administrator's Report

- (i.) Approval of Disbursements- November 2022

The Board of Commissioners reviewed and discussed the financial report for November 2022. Upon a motion by Charlie Harak, duly seconded by Steven Douglas and unanimously approved, the Board voted

to approve the November 2022 disbursements in the amount of \$603,739.73. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- December 2022

The Board of Commissioners briefly reviewed the preliminary disbursements for December 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) FY26 Formula Funding award

Jim Holt shared the award letter from DHCD that shows MHA received \$305,449 in Formula Funding for FY2026. Report was received and placed on file.

6. Report of the Maintenance Department

(i) December 2022 Report

The Board reviewed the Maintenance report for December 2022. Energy efficiency work was completed in all units at McCarthy and Steele. 37 Lebanon St. was found to have mold in the bathroom. Mold remediation work was complete on 12/28/22.

Report was received and placed on file.

7. Report of Committees

Nothing to Report

8. Unfinished Business

Nothing to Report

9. New Business

(i) Request for Easement

Attorney Bob Bell was present for this portion of the board meeting to discuss an easement request from the property owner at One Greenleaf Place, Melrose, MA. The property owner is in the process of selling their home located at this address. The original vote to grant an easement was made on July 29, 2003. Jim Holt searched for other Board meeting minutes regarding this subject but only found minutes from July 29, 2003, where the easement was discussed. Upon a motion by Steven Douglas, duly seconded by Mike Barry, and unanimously approved, the Board voted to accept and ratify the original vote from July 29, 2003, and to accept and grant the easement request for One Greenleaf Place, Melrose, MA.

Commissioner Steven Douglas made a motion to authorize Jim Holt, Executive Director to sign the easement request. Mike Barry seconded this motion and upon unanimous approval, Chairman Connolly declared the AYES have it.

The Board thanked Attorney Bell for attending the board meeting.

10. Litigation or Possible Litigation

Nothing to Report

11. Adjournment

Upon a motion by Charlie Harak, duly seconded by Steven Douglas and unanimously approved, the Board voted to adjourn from the MHA Regular Public Board Meeting at 8:25 p.m. The next MHA Regular Public Board Meeting is scheduled for Tuesday, February 14, 2023, at 7:30 p.m.

Respectfully Submitted:

James Holt, Executive Director