

**MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
FEBRUARY 14, 2023
PUBLIC SESSION**

A regular meeting of the Melrose Housing Authority was held on Tuesday, February 14, 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

Charlie Harak	Present
Mike Barry	Present
Steven Douglas	Present
Caitlin Robinson	Present via Zoom
Ellen Connolly	Present via Zoom

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

Commissioner Charlie Harak acted as Chairman in place of Chairman Ellen Connolly for this board meeting.

Chairman Harak declared a quorum present.

2. Minutes Pending Adoption

The Board of Commissioners reviewed and discussed the January 10, 2023, Regular Board Meeting Minutes. Upon a motion by Steven Douglas, duly seconded by Mike Barry, and unanimously approved, the Board voted to approve the January 10, 2023, Regular Board Meeting Minutes. Chairman Harak declared the AYES have it.

3. Tenant Association Representative Participation

McCarthy resident and Tenant Representative, Mike Barry asked Jim Holt how the trash/recycling issues in the building are going and if things have gotten any better since the MHA moved the recycle bins to the odd numbered floors. Mike Barry stated that by the end of the weekend, the recycle closets are overflowing. Jim Holt stated to Mike Barry that moving the recycle bins has not helped with the trash issues in the McCarthy. Jim Holt stated there have been discussions on moving the trash outside so all tenants must go outside to a dumpster to dispose of their trash. Currently, the McCarthy has two trash pick-ups during the week, however, Jim Holt is considering adding a third trash pick-up.

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.) January 2023 Vacancy Report

As of January 30, 2023, there are currently 25 vacant units. The MHA continues to actively screen applicants from the CHAMP waitlist. Jim Holt stated that the MHA has screened about 2,500 applicants in the last year and only 30 were actually housed. Some applicants have multiple offers of housing from other housing authorities which then gives them options of where they want to live. MHA continues to screen applicants from CHAMP.

The bid for the turnover at 44 Otis St. is scheduled to go out next week. 487 Lebanon St. & 969 Main St. turnovers will go into the Capital Plan.

Report was received and placed on file.

Special Needs Housing Program (689)

Nothing to Report

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

- (i.) February 1, 2023 Report

As of February 1, 2023, there are 297 out of 303 HCV vouchers leased up for the Section 8 program.

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

(ii.) January 1, 2023 Report- revised

Commissioner Harak noted on the January 2023 report that there was an error in the units leased and in use. These numbers were reversed. Jim Holt confirmed that this was an error and has since provided the Commissioners with the correct report for January 2023.

c. Financial Administrator's Report

(i.) Approval of Disbursements- December 2022

The Board of Commissioners reviewed and discussed the financial report for December 2022. Upon a motion by Ellen Connolly, duly seconded by Steven Douglas and unanimously approved, the Board voted to approve the December 2022 disbursements in the amount of \$728,035.98. Chairman Harak declared the AYES have it.

(ii.) Review of Disbursements- January 2023

The Board of Commissioners briefly reviewed the preliminary disbursements for January 2023. The report will be placed on file to be discussed and approved next month.

d. Personnel

(i) HCV Coordinator resignation/Request for payout of unused vacation time

Jasmin Jean-Louis resigned from her position as HCV Coordinator effective January 31, 2023. Erin Keating has since assumed the responsibilities of the role.

Jasmin Jean-Louis is requesting a payout of her unused vacation time as follows; Vacation hours: 24.68@ \$32.75 per hour= \$808.27. Upon a motion by Caitlin Robinson, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the pay-out of unused vacation hours to Jasmin Jean-Louis in the amount of \$808.27. Chairman Harak declared the AYES have it.

e. All other matters that may be presented

(i) MHA Office AC Replacement

The board reviewed the Scope of Services for the MHA office air conditioner replacement. Jim Holt stated the designer is thinking of ideas on where to mount the AC unit. Jim will keep the board updated on the status of this project.

6. Report of the Maintenance Department

(i) January 2023 Report

The Board reviewed the Maintenance report for January 2023. American K-9 conducted bed big inspections at McCarthy on 1/26/23, all units were clear. Elevator testing was completed at the Steele House on 1/30/23. The kitchen at 15 Fellsvie Terrace has been completed. Report was received and placed on file.

7. Report of Committees

Nothing to Report

8. Unfinished Business

Nothing to Report

9. New Business

(i) FYE22 Financial statements/Certificate of Compliance for Federal & State lead paint laws/Top 5 highest compensated employees

MHA Fee Accountant Rich Conlon was present for this portion of the board meeting. The Section 8 program made a profit of \$112,171.00. The state 400 program had an operating loss of \$20,708.00. The HOME rule funds that the MHA received have been used up. The 689 program made a profit of \$8,616.00. The MRVP program made a profit of \$3,045.00. The Management program made a profit of \$8,083.00. Jim Holt and Rich Conlon will meet to put together the reserves.

The Board reviewed the Certificate of Compliance with Notification Procedures for Federal & State lead paint laws. Each board member will sign to acknowledge that the MHA is in compliance with all lead paint laws.

The Board reviewed the Certification of Top 5 highest compensated employees. Each board member will sign off on this certification. The board thanked Rich Conlon for attending the meeting.

(ii) McCarthy Transformer Pad Resiliency project

The bidding for this project was conducted on February 2, 2023 and the low bidder was Brothers Electrical, Inc. for \$186,000.00. The transformer will be out of service during this project. The MHA will have a replacement generator running in place for the time that it's down.

Upon a motion by Steven Douglas, duly seconded by Mike Barry and unanimously approved, the Board voted to approve and award the contract for the McCarthy Transformer Pad resiliency project to Brothers Electrical in the amount of \$186,000.00. Chairman Harak declared the AYES have it.

(iii) MHA Board vote of Treasurer

Commissioner Caitlin Robinson has decided to step down from the Board as a Commissioner and Assistant Treasurer. Jim Holt would like the board to vote in Tenant Representative, Mike Barry as the new Treasurer for the MHA board. Upon a motion by Steven Douglas, duly seconded by Ellen Connolly and unanimously approved, the Board voted to approve Commissioner Mike Barry as Treasurer. Chairman Harak declared the AYES have it.

10. Litigation or Possible Litigation

Nothing to Report

11. Adjournment

Upon a motion by Ellen Connolly, duly seconded by Mike Barry and unanimously approved, the Board voted to adjourn from the MHA Regular Public Board Meeting at 8:45 p.m. The next MHA Regular Public Board Meeting and Annual Meeting is scheduled for Tuesday, March 28, 2023, at 7:30 p.m.

Respectfully Submitted:

James Holt, Executive Director