

MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
MARCH 28, 2023
PUBLIC SESSION

A regular meeting of the Melrose Housing Authority was held on Tuesday, March 28, 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
Ellen Connolly	Present

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

Chairman Ellen Connolly declared a quorum present.

2. Minutes Pending Adoption

The Board of Commissioners reviewed and discussed the February 14, 2023, Regular Board Meeting Minutes. Upon a motion by Charlie Harak, duly seconded by Mike Barry, and unanimously approved, the Board voted to approve the February 14, 2023, Regular Board Meeting Minutes. Chairman Connolly declared the AYES have it.

3. Tenant Association Representative Participation

McCarthy resident and Tenant Representative, Mike Barry asked Jim Holt for a follow-up on the recycling issues in the building, specifically, Mike is concerned that the exposed Verizon wires in the recycling rooms could be damaged from people opening and closing the recycle bins as they are close to the wires. Jim Holt stated he contacted Verizon to see if we can get covers for the wires. Mike also stated concern for an outside area of the Steele house, specifically the South west corner looks unkempt. Jim will go over to the Steele House tomorrow and check out the area Mike is referring to.

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.) February 2023 Vacancy Report

As of February 28, 2023, there are currently 29 vacant units. There are seven (7) move-ins scheduled for the next couple of weeks. MHA continues to pull lists from CHAMP. Jim Holt stated that currently, an offer of housing cannot be made until all applicants have had 10 days to submit their necessary paperwork. During these 10 days, applicants may be offered housing in another town. DHCD is going to implement a change where a housing authority does not have to wait the full ten days for all applicants to submit their paperwork to make an offer of housing, instead we would be able to offer housing to the first applicant who provides all required documentation.

There are three 705 units that are off-line.

Report was received and placed on file.

Special Needs Housing Program (689)

Jim Holt reported that there was a small kitchen fire at 919 Main St. Communitas has reimbursed MHA for the cost of the stove as it was tenant/homemaker who caused damage.

- b. Rental Assistance (Section 8/MRVP/DMH/PBV)
 - (i.) March 1, 2023 Report

As of March 1, 2023, there are 242 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.

c. Financial Administrator's Report

(i.) Approval of Disbursements- January 2023

The Board of Commissioners reviewed and discussed the financial report for January 2023. Upon a motion by Charlie Harak, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the January 2023 disbursements in the amount of \$688,542.06. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- February 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

Nothing to Report

e. All other matters that may be presented

(i) 42 Otis St. Renovation

Bids were received for the renovations at 42 Otis St. Dandis Contracting, Inc. was the low bidder for \$64,900. Upon a motion by Charlie Harak, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the contract with Dandis Contracting, Inc. for \$64,900. Chairman Connolly declared the AYES have it.

(ii) Fiscal Audit Services

Bids were received for MHA fiscal audit services for FY22-24. The MHA has used Marcum for past audits, but Marcum has too big a caseload at this time and did not submit a bid. The only bid MHA received was from EFPR Group, LLP with amounts for each year as follows: FY22- \$31,300, FY23- \$32,600 and FY24- \$33,900. Upon a motion by Charlie Harak, duly seconded by Steven Douglas, and unanimously approved, the board voted to approve the contract for Fiscal Audit Services with EFPR Group, LLP. Chairman Connolly declared the AYES have it.

6. Report of the Maintenance Department

(i) February 2023 Report

The Board reviewed the Maintenance report for February 2023. Wayne's Drains completed 60-day preventative maintenance at the McCarthy and at 919 Main St. The fire alarm replacement project at Steele began on March 20th. Insulation work was completed at 919 Main St., 76 Beech Ave, 2 Trenton St, 37 Lebanon St. and 42/44 Otis St. Report was received and placed on file.

7. Report of Committees

Nothing to Report

8. Unfinished Business

Nothing to Report

9. New Business

Nothing to Report

10. Litigation or Possible Litigation

Nothing to Report

11. Adjournment

Upon a motion by Charlie Harak, 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. to go into the MHA Annual Board Meeting. The next MHA Regular Public Board Meeting is scheduled for Tuesday, April 11, 2023, at 7:30 p.m.

Respectfully Submitted:

James Holt, Executive Director