MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
MAY 9, 2023
PUBLIC SESSION

A regular meeting of the Melrose Housing Authority was held on Tuesday, May 9, 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. Paula Kinnon, Financial Coordinator/Assistant Executive Director, was also present as well as MHA Director of Maintenance, Patrick Walsh.

Chairman Ellen Connolly declared a quorum present.

2. **Minutes Pending Adoption**

The Board of Commissioners reviewed and discussed the April 11, 2023, Regular Board Meeting Minutes. Upon a motion by Mike Barry, duly seconded by Steven Douglas, and unanimously approved, the Board voted to approve the April 11, 2023, 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.) April 2023 Vacancy Report

As of April 30, 2023, there are currently 25 vacant units of which 15 are at McCarthy and 9 at the Steele House. There were four lease-ups in the month.

There are three 705 units that are off-line.

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, 2023, Report

As of May 1, 2023, there are 241 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) Section 8 Management Assessment Program (SEMAP)

The MHA received a rating of “High Performer” on the SEMAP score. Jim Holt stated that this is the second year in a row that the MHA made an error on the payment standards. The MHA inadvertently used the Providence-Fall River, RI-MA payment standards for the Taunton-Mansfield-Norton area. Jim stated this was a clerical error and has responded to HUD.

c. Financial Administrator’s Report

(i.) Approval of Disbursements- March 2023

The Board of Commissioners reviewed and discussed the financial report for March 2023. Upon a motion by Charlie Harak, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the March 2023 disbursements in the amount of $605,802.39. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- April 2023

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

(iii) Cost Comparatives

The board reviewed the cost comparatives from January through March 2023. Report was received and placed on file.

d. Personnel

(i) MCPPO Certifications

Executive Director, Jim Holt and Director of Maintenance, Patrick Walsh completed the MCPPO Certification (Massachusetts Certified Public Purchasing Officer) course and received certifications of completion which were presented to the board.

e. All other matters that may be presented

(i) Steele House elevator upgrade- Josh Stern, Kone

Mr. Josh Stern from Kone elevator was present for this portion of the board meeting via Zoom. Director of Maintenance, Patrick Walsh, was present for this portion of the board meeting. Patrick stated to the board that the elevators at the Steele house have had multiple shutdowns, service calls, and a few entrapments within the last few months. Patrick stated that Kone is very good at responding to calls but the issue that is being run into is that the elevator parts are almost obsolete and waiting for parts can take up to 2 weeks. Josh stated that the main issues with the Steele elevators are the door components. Josh stated in the last six months, there have been issues with the elevators that are beyond maintenance and the capacity to fix. It is getting to a point where if we are not proactive in fixing these issues, it will only get worse, and no amount of maintenance will be able to prevent the parts from failing. Jim and Josh have been discussing options that will work to fix the elevators and have come up with the proposal that the board members have in front of them. This proposal contains a complete upgrade to the door operating system and installation of new hoistway equipment. Josh stated that he looked back at the elevator call back reports and stated that 18 of 20 elevator shutdowns were related to these components. Josh stated that the whole project would take no more than 8 weeks to complete. Jim Holt stated that it's possible the MHA can secure some emergency funding from DHCD for this project which will cost $114,650.00. Jim has sent this proposal to the RCAT manager to see if funding is approved. The board members thanked Josh Stern for attending.

(ii) Fee Accountant Services- Rich Conlon

This item was tabled at the last board meeting so that the Commissioners had more time to read through the proposal. Upon a motion by Charlie Harak, duly seconded by Mike Barry, and unanimously approved, the Board voted to approve the proposal with MHA fee accountant, Rich Conlon. Chairman Ellen Connolly declared the AYES have it.

6. Report of the Maintenance Department

(i) April 2023 Report

The Board reviewed the Maintenance report for April 2023. The fire alarm replacement project is on-going at the Steele. Wires are being pulled in hallways and some units. Insulation work was done at 319 Washington St. and 76 Beech Ave. Wayne's Drains conducted 60-day preventative maintenance at 919 Main St. An oil tank was replaced at 2 Trenton St.

Report was received and placed on file.

7. Report of Committees

Nothing to Report

8. Unfinished Business

Nothing to Report

9. New Business

(i) Performance Management Review (PMR)

The MHA received operational guidance on Certifications and Reporting submissions due to failing to submit vacancy reports. Jim Holt stated this was due to the turnover with the Public Housing Coordinator position. Operational guidance was also given on Tenants Accounts Receivable that the threshold should be 5.5 but the MHA's threshold was 5.7, this seems to be an issue with timing. The MHA also received operational guidance on entering paper CHAMP applications. There was one CHAMP application that was not entered within 30 days of the MHA receiving it. Report was received and placed on file.

(ii) Greater Boston Interfaith Organization

Representatives from the Greater Boston Interfaith Organization were present for this portion of the board meeting, Rabbi Jessica, and Mr. Shayok Chakraborty along with Steele House residents, Dorothy Rocklin and Francis Burton. GBIO has asked for a significant increase in public funding of $184 million which is double what's in the budget. Mr. Chakraborty explained that the GBIO is a group of 57 dues paying members who represent issues based on listening sessions with members of the public, public housing tenants, churches, etc. The board discussed reaching out to Senator Jason Lewis and Representative Kate Lippert-Garabedian to see if a meeting can be scheduled with the housing authority and some of the residents so there can be a discussion on the need for more funding in public housing. Jim Holt stated that he would reach out to Senator Lewis and Kate Lippert-Garabedian. The board members thanked Rabbi Jessica, Mr. Chakaborty, Dorothy Rocklin and Francis Burton for attending.

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 the MHA Regular Public Board Meeting at 9:10 p.m. The next MHA Regular Public Board Meeting is scheduled for Tuesday, June 13, 2023, at 7:30 p.m.

Respectfully Submitted:

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James Holt, Executive Director