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MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
JUNE 13, 2023
PUBLIC SESSION

A regular meeting of the Melrose Housing Authority was held on Tuesday, June 13, 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

Mike Barry	Present
Steven Douglas	Present
Ellen Connolly	Present

Commissioner Charlie Harak was absent.

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 May 9, 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 May 9, 2023, Regular Board Meeting Minutes. Chairman Connolly declared the AYES have it.

3. Tenant Association Representative Participation

Tenant representative, Mike Barry was present for the meeting that Jim Holt held at the Steele House on Tuesday, May 16th. Mike said some of the topics discussed were the elevators, formation of a tenant's association/committee at the Steele House, generator replacement and the current progress of the fire alarm replacement panel at the Steele House. Jim Holt plans to hold a tenant meeting at the McCarthy building soon.

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.) May 2023 Vacancy Report

As of May 31, 2023, there are currently 28 vacant units of which 18 are at McCarthy and 9 at the Steele House. There are seven move-ins scheduled for the month of June and one is scheduled for July.

There are three 705 units that are off-line. 42 Otis St. construction is set to begin in a few weeks.

Report was received and placed on file.

Special Needs Housing Program (689)

Nothing to Report

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

(i.) June 1, 2023, Report

As of June 1, 2023, there are 240 HCV vouchers leased up for the Section 8 program.

There are 56 out of 57 PBV vouchers leased up between the Levi Gould and the Fuller House. Jim Holt reported the property managers at the Levi Gould offered MHA to take 20 more PBV vouchers. Jim Holt has stated at this time, he thinks the program is in a good place and will decline the offer of 20 more PBV vouchers.

c. Financial Administrator's Report

(i.) Approval of Disbursements- April 2023

The Board of Commissioners reviewed and discussed the financial report for April 2023. Upon a motion by Mike Barry, duly seconded by Steven Douglas and unanimously approved, the Board voted to approve the April 2023 disbursements in the amount of $604,539.67. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- May 2023

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

d. Personnel

(i) Request for compensation

Kyle Cutone resigned from his position of Maintenance Mechanic/Laborer on May 26th. Jim Holt is requesting a pay-out of Kyle's unused vacation and personal hours. The payout for unused vacation hours would be: 46.66 @ $28.87 per hour = $1,347.08. The payout for unused personal hours would be: 8.50 @ $28.87 per hour = $245.40. Upon a motion by Mike Barry, duly seconded by Steven Douglas and unanimously approved, the Board voted to approve the payout of unused vacation and personal time to Kyle Cutone. Chairman Ellen Connolly declared the AYES have it.

(ii) Maintenance Mechanic/Laborer

Jim Holt reports that there are two part-time in-house maintenance mechanics who will be interviewed for the full-time Maintenance Mechanic/Laborer position that is now open. The job has been posted online as well. Jim Holt stated if the position goes to one of the part-time maintenance employees, then the MHA would be looking to hire another part-time maintenance employee.

e. All other matters that may be presented

(i) MHA Cleaning contract

Jim Holt is seeking the board's approval to contract with Fuzzy Fibres. Fuzzy Fibres is the current cleaning company that the MHA uses. This contract would be for one year effective on August 1, 2023 for $43,599.92. Upon a motion by Mike Barry, duly seconded by Steven Douglas and unanimously approved, the Board voted to approve the contract with Fuzzy Fibres. Chairman Ellen Connolly declared the AYES have it.

(ii) Budget Revision #1

Jim Holt stated the reason for the Budget Revision is necessary due to changes in the Section 8/FSS program. Since there is more money in the FSS grant, Jim Holt thought that some of the extra money could go to Erin Keating who began as a part-time employee in the Section 8 dept. but Erin ended up taking the Section 8 Coordinator position as the previous Section 8 Coordinator left the MHA. Since that changed, this money was going to be used for another part-time employee, but Jim Holt thinks the program is running smoothly right now and there is no room in the office for another employee. Ultimately, money was moved around salary wise to the Receptionist, Financial Administrator/Assistant Executive Director and the Executive Assistant. Upon a motion by Steven Douglas, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the proposed Operating budget for program numbers 400-1 / 689-9 (689-3) / MRVP for fiscal year ending 12/31/20223 and further that the Executive Director's total annual salary for fiscal year ending 12/31/2023 be submitted to the Department of Housing and Community Development. Upon a Roll Call vote of the members of the board, Chairman Connolly declared the AYES have it. AYES- 3 / NAYS- 0.

(iii) Resident Reimbursement

The MHA is going to reimburse a tenant of the Steele House for overcharged rent in the amount of $25,150.98. Back in 2016, the state changed the guidance pertaining to veterans who live in public housing and who are 100% disabled to grant an $1,800 exclusion in rent for a veteran who is receiving 100% disability income. The MHA missed this guidance, and it was brought to the attention of the MHA by the resident's attorney. Jim Holt will issue the check to the tenant. The tenant will sign an agreement drafted by the MHA's regional attorney which states that the resident cannot speak of this matter as it has been settled.

6. Report of the Maintenance Department

(i) May 2023 Report

The Board reviewed the Maintenance report for May 2023. Water meter testing was conducted on 5/10/23 to test for lead in the water. We are waiting for the results. The fire alarm replacement project at the Steele House is on-going. There was a meeting with the RCAT team on the bathroom replacement at 487 Lebanon St. (705). Report was received and placed on file.

7. Report of Committees

Nothing to Report

8. Unfinished Business

Nothing to Report

9. New Business

(i) Income limits for State-aided programs

The new Income Limits were put out by DHCD and were effective May 15, 2023, and were voted and approved as follows:

Upon a motion by Steven Douglas, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the Income Limit for a 1-person household in the amount of $82,950.

Upon a motion by Steven Douglas, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the Income Limit for a 2-person household in the amount of $94,800.

Upon a motion by Steven Douglas, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the Income Limit for a 3-person household in the amount of $106,650.

Upon a motion by Steven Douglas, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the Income Limit for a 4-person household in the amount of $118,450.

Upon a motion by Steven Douglas, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the Income Limit for a 5-person household in the amount of $127,950.

Upon a motion by Steven Douglas, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the Income Limit for a 6-person household in the amount of $137,450.

Upon a motion by Steven Douglas, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the Income Limit for a 7-person household in the amount of $146,900.

Upon a motion by Steven Douglas, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the Income Limit for an 8-person household in the amount of $156,400.

(ii) Steele House emergency generator replacement

The Board reviewed the scope of services provided for the Steele House generator replacement. The budget for this project is $375,000. The new generator will be placed on the exterior of the building. Jim Holt thinks the project may start next spring depending on the weather.

(iii) MHA Grievance policy

Jim Holt presented a draft Grievance policy to the board for approval. It was drafted with information from other housing authorities. This procedure must be available to all state-aided public housing tenants and to individuals who file appeals. The MHA would like to nominate and approve Jacqueline Gorski to serve as hearing officer for the MHA. Ms. Gorski is the Federal and State Housing Manager for the Saugus Housing Authority. Upon a motion by Mike Barry, duly seconded by Steven Douglas, and unanimously approved, the board voted to approve the MHA Grievance policy. Chairman Ellen Connolly declared the AYES have it.

10. Litigation or Possible Litigation

Nothing to Report

11. Adjournment

Upon a motion by Steven Douglas, duly seconded by Mike Barry and unanimously approved, the Board voted to adjourn the MHA Regular Public Board Meeting at 9:00 p.m. The next MHA Regular Public Board Meeting is scheduled for Tuesday, July 11, 2023, at 7:30 p.m.

Respectfully Submitted:

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James Holt, Executive Director