

**MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
JULY 11, 2023
PUBLIC SESSION**

A regular meeting of the Melrose Housing Authority was held on Tuesday, July 11, 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
Charlie Harak	Present

Lisa Young served as clerk. Jim Holt, MHA Executive Director was also present as well as Paula Kinnon, Financial Administrator.

Chairman Ellen Connolly declared a quorum present.

2. Minutes Pending Adoption

The Board of Commissioners reviewed and discussed the June 13, 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 June 13, 2023, Regular Board Meeting Minutes. Chairman Connolly declared the AYES have it.

3. Tenant Association Representative Participation

Tenant representative, Mike Barry discussed the meeting that was held on June 30th at the Steele house with Senator Jason Lewis and Representative Kate Lippert-Garabedian as well as members of the GBIO to discuss the need for more funding for public housing. Mike Barry attended this meeting as well as Steven Douglas and Charlie Harak. GBIO is asking for 8.3 million in funds for public housing. Jim Holt and the board members felt the meeting went very well.

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.) June 2023 Vacancy Report

As of June 30, 2023, there are currently 26 vacant units of which 19 are at McCarthy and 7 at the Steele House. There were seven lease ups this month. Jim Holt stated that he and Director of Maintenance, Patrick Walsh, have discussed getting a contract for assisting with vacant unit turns.

42-44 Otis St. is currently being worked on. Jim Holt thinks this unit will be completed by the fall.

Report was received and placed on file.

Special Needs Housing Program (689)

Nothing to Report

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

- (i.) July 1, 2023, Report

As of July 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.

- c. Financial Administrator's Report

- (i.) Approval of Disbursements- May 2023

The Board of Commissioners reviewed and discussed the financial report for May 2023. Upon a motion by Steven Douglas, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the May 2023 disbursements in the amount of \$640,039.71. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- June 2023

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

d. Personnel

(i) Bookkeeper/Financial Administrator

Paula Kinnon, Financial Administrator, is leaving her position at the MHA on 7/28/23 to go to Burlington Housing Authority as the new Executive Director. An ad has been published seeking resumes to fill this position and a couple of interviews have been scheduled. An employee of the Wakefield Housing Authority has agreed to come into the MHA office to help in the meantime during the transition. The board members congratulated Paula and wished her well.

e. All other matters that may be presented

(i) Public housing operating subsidy meeting

“See discussion in Tenant Association Representative Participation”

(ii) Elevator Maintenance 2023

Jim Holt is seeking approval to award the Elevator maintenance contract to Kone Elevator. Kone is MHA’s current elevator contractor. Kone proposed the following: **Year 1:** \$18,480.00, **Year 2:** \$19,220.00, **Year 3:** \$19,990.00 for a total of \$57,690.00 effective September 1, 2023. Upon a motion by Charlie Harak, duly seconded by Mike Barry, and unanimously approved, the Board voted to award the elevator maintenance contract to Kone Elevator. Chairman Connolly declared the AYES have it.

6. Report of the Maintenance Department

(i) June 2023 Report

The Board reviewed the Maintenance report for June 2023. Fire extinguisher testing completed at McCarthy, Steele House and 919 Main St. by Northshore Fire Appliance on 6/15/23. Wayne’s Drains completed 60-day preventative maintenance on the main drain at McCarthy and Steele House on 6/20/23. Backflow testing completed at Steele House on 6/8/23. Fire alarm panel replacement continues at Steele House. Unit #412 at Steele had asbestos removed from ceiling by A&E Environmental on 6/22/23. Report was received and placed on file.

7. Report of Committees

Nothing to Report

8. Unfinished Business

Nothing to Report

9. New Business

*****Please note these items were not on the original board meeting agenda but were introduced by Executive Director, Jim Holt.**

(i) CFA Amendment #12

The MHA was awarded \$4,115.00 which is from a compliance reserve award for asbestos abatement related to a unit that flooded/insurance claim. Upon a motion by Charlie Harak, duly seconded by Mike Barry and unanimously approved, the Board voted to accept and approve the Compliance reserve award for asbestos abatement related to unit flooding/insurance claim in the amount of \$4,115.00. Chairman Connolly declared the AYES have it.

The MHA was awarded \$305,449.00 in Formula funding for FY2026. Upon a motion by Charlie Harak, duly seconded by Mike Barry and unanimously approved, the Board voted to accept and approve the Formula funding award for FY2026 in the amount of \$305,449.00. Chairman Connolly declared the AYES have it.

The MHA was awarded \$190,400.00 from additional FY2021 Sustainability Resiliency funding. Upon a motion by Charlie Harak, duly seconded by Mike Barry and unanimously approved, the Board voted to accept and approve the FY2021 Sustainability Resiliency funding award in the amount of \$190,400.00. Chairman Connolly declared the AYES have it.

(ii) 489 Lebanon St. Bathroom Renovation

The original scope of services for 487- 489 Lebanon St. bathroom renovation/bathroom envelope repairs were originally two separate FISH#'s but since this work is all at the same property, these projects were combined to make one FISH# for the bathroom renovation at 487- 489 Lebanon St. There are rotting fascia boards and an old handicap ramp that will be removed and a porch will be constructed in its place. The replacement of the sink, toilet and bathroom floor and the handicap accessible shower will be removed. The estimated project completion is 20 weeks.

10. Litigation or Possible Litigation

Nothing to Report

11. Adjournment

Upon a motion by Mike Barry, duly seconded by Steven Douglas and unanimously approved, the Board voted to adjourn the MHA Regular Public Board Meeting at 8:30 p.m. The next MHA Regular Public Board Meeting is scheduled for Tuesday, August 11, 2023, at 7:30 p.m.

Respectfully Submitted:

James Holt, Executive Director