

**MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
AUGUST 8, 2023
PUBLIC SESSION**

A regular meeting of the Melrose Housing Authority was held on Tuesday, August 8, 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
Dana LeWinter	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 July 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 July 11, 2023, Regular Board Meeting Minutes. Chairman Connolly declared the AYES have it.

3. Tenant Association Representative Participation

Tenant representative, Mike Barry discussed the recent changes to the trash/recycling procedures that Jim Holt has announced. Beginning on September 4th, all recycling will be outside of the building at McCarthy and Steele House. This change is due to the misuse of the trash/recycle closets. There are also exposed wires in the trash rooms that are Verizon wires for tenant's cable/phone lines. A cage will be made and placed on the ground level of the McCarthy building with recycling bins inside. A weekly automated call is going out to all residents up until the change is made to serve as a reminder.

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.) July 2023 Vacancy Report

As of July 31, 2023, there are currently 25 vacant units of which 18 are at McCarthy and 6 at the Steele House. From January up until present, there have been 22 move-ins and 23 move-outs of those 23 move-outs, 21 of those residents passed away. One former resident recently moved back in.

42-44 Otis St. is in the construction phase.

Report was received and placed on file.

Special Needs Housing Program (689)

Nothing to Report

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

- (i.) August 1, 2023, Report

As of August 1, 2023, there are 238 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- June 2023

The Board of Commissioners reviewed and discussed the financial report for June 2023. Upon a motion by Mike Barry, duly seconded by Steven Douglas and unanimously approved, the Board voted to approve the June 2023 disbursements in the amount of \$792,961.66. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- July 2023

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

d. Personnel

(i) Financial Administrator

The MHA received 18 resumes for the Financial Administrator position. The screening committee interviewed 3 candidates; one candidate cancelled the interview. The screening committee unanimously selected Sarah Liberman for the Financial Administrator position. Sarah is a resident of Melrose and has a background in accounting. Sarah began work at the MHA on 8/1/23.

e. All other matters that may be presented

(i) MHA admin office AC replacement

Bids were received for the MHA admin office air conditioner replacement. Thomas E. Snowden, Inc. was the low bidder at \$220,000.00. References were checked and were favorable. Upon a motion by Mike Barry, duly seconded by Steven Douglas, and unanimously approved, the board voted to approve the contract with Thomas E. Snowden, Inc. for \$220,000.00. Chairman Ellen Connolly declared the AYES have it.

(ii) Trash/Recycle changes

***Please see discussion in “Tenant Association Representative Participation”

6. Report of the Maintenance Department

(i) July 2023 Report

The Board reviewed the Maintenance report for July 2023. American K-9 performed bed bug inspections at the McCarthy building on 7/25/23. All units were clear.

The fire alarm replacement project at the Steele House is winding down. The contractors are checking all new fire alarms and wiring in each unit. Report was received and placed on file.

7. Report of Committees

Nothing to Report

8. Unfinished Business

Nothing to Report

9. New Business

(i) MHA Annual Plan FY2024

The MHA’s Annual Plan meeting is scheduled for Tuesday, September 12, 2023. The Annual Plan is a tool for the housing authority to use to look at the prior fiscal year and identify issues or needs that may have arisen in previous years.

(ii) Request for quotes- painting/repairs

The MHA is seeking quotes for painting and related repairs for the McCarthy and Steele House. The contract will be a yearly contract for 15 units at \$20,000 from October 1, 2023, through September 30, 2024. The bid opening is scheduled for September 1, 2023. Jim Holt believes we will be able to give 15 units right away to the contractor. The number of units may change from 15 over the course of the contract if there are not as many vacant units to give.

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 8:40 p.m. The next MHA Regular Public Board Meeting is scheduled for Tuesday, September 12, 2023, at 7:30 p.m.

Respectfully Submitted:

James Holt, Executive Director