MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
OCTOBER 10, 2023
PUBLIC SESSION

A regular meeting of the Melrose Housing Authority was held on Tuesday, October 10, 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
Charlie Harak	Present

Jim Holt, MHA Executive Director was also present and served as Clerk.

Chairman Ellen Connolly declared a quorum present.

2. Minutes Pending Adoption

The Board of Commissioners reviewed and discussed the September 12, 2023, Regular Board Meeting Minutes. Upon a motion by Dana LeWinter, duly seconded by Mike Barry, and unanimously approved, the Board voted to approve the September 12, 2023, Regular Board Meeting Minutes. Chairman Connolly declared the AYES have it.

3. Tenant Association Representative Participation

Tenant representative, Mike Barry reports that the new recycling area at the McCarthy building seems to be working out well. Mike also said that the recycle closets in the building look and smell much better too.

Jim Holt reported to the Board that B&B Pest Control was in the building today, 10/10 to conduct pest inspections in each unit and common areas in response to resident complaints. The second floor is where most of the mice activity was found to be. B&B laid down traps and bait stations in units with activity and common areas.

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.) September 2023 Vacancy Report

As of September 30, 2023, there are currently 29 vacant units of which 20 are at McCarthy and 8 at the Steele House. Jim Holt reported there were a few tenants who recently passed away.

Maintenance has been working to turn the vacant units. We also have a contract with Anthony Merluzzi of ASM Property Services, who is working on vacant units and has been moving along.

There is a new company called ASG that is going to screen CHAMP applicants for preference and priority. Jim Holt stated that the last list that was pulled in CHAMP was mostly Melrose residents.

Jim Holt plans to speak to EOHLC to ask for a budget exemption for maintenance to work overtime through the end of the year. Maintenance has agreed to the overtime hours.

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

Report was received and placed on file.

Special Needs Housing Program (689)

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

(i.) October 1, 2023, Report

As of October 1, 2023, there are 235 of 244 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- August 2023

The Board of Commissioners reviewed and discussed the financial report for August 2023. Upon a motion by Mike Barry, duly seconded by Steven Douglas and unanimously approved, the Board voted to approve the August 2023 disbursements in the amount of $658,309.22. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- September 2023

The Board of Commissioners reviewed the preliminary disbursements for September 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) Update on MHA construction projects

The fire alarm project at Steele House is 98% through with testing. There is a part that we are waiting on.

The 42-44 Otis St. turnover is on hold as there is a back order on the bathroom vanity and some shelving. They estimate another 2-3 weeks until completion.

The transformer replacement project at McCarthy is scheduled to begin on November 6th. There will be a temporary generator set up to power the building during this time, which should only be needed for about four days. We are in the planning mode for the replacement of the federal pacific panels in the McCarthy building. We are in the beginning stages of planning for the Steele House generator replacement.

6. Report of the Maintenance Department

(i) September 2023 Report

The Board reviewed the Maintenance report for September 2023. Elevator testing was completed by Kone on 9/22/23. Pre-Construction kick-off meeting for the MHA admin office AC replacement was held on 9/11/23 with Thomas E. Snowden, Inc. and BLW Engineers New carpets were installed at McCarthy on floors 1&2 by Talty Floors. Fire alarm testing for all units at the Steele House began on 9/14/23. The elevator repair project has been completed by Kone. 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 Ellen Connolly, duly seconded by Mike Barry, and unanimously approved, the Board voted to adjourn from the MHA Regular Public Board Meeting at 8:15 p.m. The next MHA Regular Public Board Meeting is scheduled for Tuesday, November 14, 2023, at 7:30 p.m.

Respectfully Submitted:

_____

James Holt, Executive Director