

**MELROSE HOUSING AUTHORITY
SPECIAL BOARD MEETING
NOVEMBER 3, 2023
PUBLIC SESSION**

A Special meeting of the Melrose Housing Authority was held on Friday, November 3, 2023, in the Main Office of the Melrose Housing Authority C.J. McCarthy building at 910 Main Street, Melrose, Massachusetts 02176 at 8:00 a.m.

This meeting was held via Zoom.

1. Roll Call

Steven Douglas	Present
Ellen Connolly	Present
Dana LeWinter	Present
Charlie Harak	Present

Commissioner Mike Barry was absent.

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

Chairman Ellen Connolly declared a quorum present.

2. New Business

(i) Executive Director Resignation

Mr. Jim Holt has submitted his resignation letter to the board. Chairman Connolly acknowledged that there are several stipulations in the Executive Director's contract regarding early termination of a contract. Chairman Connolly asked Jim Holt if there are any trainings or temporary duties that MHA staff should be encouraged to take while he is still at MHA. Jim Holt said there are not any training courses that staff should take, however some staff have identified training courses they would like to take in 2024. Jim Holt stated he is going to continue to be at the MHA as much as he can during the transition phase and said that Director of Maintenance, Patrick Walsh and Executive Assistant, Lisa Young are most familiar with his duties and/or things that need to be done. Commissioner Charlie Harak asked Jim Holt to provide a schedule of any major decisions the board may need to make in the next few months.

Chairman Ellen Connolly referred to a notice that was issued by DHCD back in 2021 which discusses the hiring process of a new executive director and that if the board appoints an interim or acting Executive Director with an individual who is not already working for the housing authority, then that person must sign a contract with the board. The board discussed using a search consultant to assist in filling the executive director position. Chairman Connolly would like to set-up an interview with the search consultants who DHCD has provided. Chairman Connolly suggests Tenant Rep, Mike Barry be involved with the interview process. Upon a motion by Dana LeWinter, duly seconded by Charlie Harak, and unanimously approved, the board voted to retain a search consultant to assist with the hiring of a new executive director and to authorize Chairman Connolly and Tenant Rep, Mike Barry to begin the interview process. Chairman Connolly declared the AYES have it.

At this time, Chairman Ellen Connolly made a motion to suspend the Special public meeting and to allow for public participation and comments. Commissioner Charlie Harak seconded this motion.

Ms. Dorothy Rocklin and Mr. Francis Burton both residents of the Steele House were present via Zoom. Dorothy and Francis discussed some questions and concerns in relation to the Executive Director search. Chairman Connolly described the process, and that residents would have the opportunity to attend the public meetings with the final candidates. Chairman Connolly offered to meet with residents of the Steele House and the McCarthy building.

Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the board voted to close public participation. Chairman Connolly declared the AYES have it.

(ii) Review of Contract /Job description/qualifications

***Please see Executive Session Minutes from November 3, 2023.

3. Adjournment

Upon a motion by Charlie Harak, duly seconded by Dana LeWinter, and unanimously approved, the board voted to adjourn from the Special meeting to go into Executive Session at 8:45 a.m. for the purpose of discussing contract negotiations with non-union personnel. Chairman Connolly declared the AYES have it.

Respectfully Submitted:

James Holt, Executive Director