MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
NOVEMBER 14, 2023
PUBLIC SESSION

A regular meeting of the Melrose Housing Authority was held on Tuesday, November 14, 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 as well as Lisa Young, Executive Assistant, who served as Clerk. Patrick Walsh, Director of Maintenance, was also present.

Chairman Ellen Connolly declared a quorum present.

2. **Minutes Pending Adoption**

The Board of Commissioners reviewed and discussed the October 10, 2023, Regular Board Meeting Minutes. Upon a motion by Dana LeWinter, duly seconded by Charlie Harak, and unanimously approved, the Board voted to approve the October 10, 2023, Regular Board Meeting Minutes. Chairman Connolly declared the AYES have it.

3. **Tenant Association Representative Participation**

Nothing to Report

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.) October 2023 Vacancy Report

As of October 31, 2023, there are currently 29 vacant units. Of these 29 units, there are 15 units ready for occupancy. Maintenance has been working overtime on the weekends to get the units turned quicker. There are 5 move-ins scheduled within the next few weeks.

42-44 Otis St. turnover is nearly complete.

Report was received and placed on file.

Special Needs Housing Program (689)

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

(i.) November 1, 2023, Report

As of November 1, 2023, there are 237 of 244 HCV vouchers leased up for the Section 8 program.

There are 57 out of 57 PBV vouchers leased up between the Levi Gould and the Fuller House.

(ii) FY24 HCV Payment Standards

Jim Holt presented the board with the FY2024 HCV payment standards for adoption.

Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the Board voted to approve the payment standards for a 0-Bedroom at $2,212.00. Chairman Connolly declared the AYES have it.

Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the Board voted to approve the payment standards for a 1-Bedroom at $2,377.00. Chairman Connolly declared the AYES have it.

Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the Board voted to approve the payment standards for a 2-Bedroom at $2,827.00. Chairman Connolly declared the AYES have it.

Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the Board voted to approve the payment standards for a 3-Bedroom at $3,418.00. Chairman Connolly declared the AYES have it.

Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the Board voted to approve the payment standards for a 4-Bedroom at $3,765.00. Chairman Connolly declared the AYES have it.

Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the Board voted to approve the payment standards for a 5-Bedroom at $4,330.00. Chairman Connolly declared the AYES have it.

The approved payment standards will take effect on January 1, 2024.

c. Financial Administrator's Report

(i.) Approval of Disbursements- September 2023

The Board of Commissioners reviewed and discussed the financial report for September 2023. Upon a motion by Charlie Harak, duly seconded by Mike Barry and unanimously approved, the Board voted to approve the September 2023 disbursements in the amount of $638,010.33. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- October 2023

The Board of Commissioners reviewed the preliminary disbursements for October 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

Nothing to Report

6. Report of the Maintenance Department

(i) October 2023 Report

The Board reviewed the Maintenance report for October 2023.

Jim Holt reported that yesterday, 11/12/23, the McCarthy building transformer replacement project began. When the power transformer was switched over to the temporary generator that was provided, the generator kept popping. The contractors believe this was happening because of all the electric heat in the building being turned back on and off, which caused a surge in the generator and the power to go out for several hours. Patrick Walsh confirmed that before the project began, it was determined that the temporary generator would have enough space to power the whole building. Jim Holt decided to postpone this project until the spring.

B&B Pest Control performed building and unit inspections at the McCarthy on 10/10/23. No major issues were reported.
American K-9 completed bed bug inspections of units and common areas at McCarthy on 10/25/23.

American K-9 completed bed bug inspections of units and common areas at Steele House on 10/26/23.

42 Otis St. turnover is about 90% complete.

Report was received and placed on file.

(ii) 90-day Vacancy Initiative Exemption

EOHLC is offering housing authorities a 90-day Vacancy Initiative/budget exemption to assist in getting vacant units turned. Jim Holt is going to request $61,23360. This figure includes overtime costs for maintenance staff, each maintenance staff member is allowed up to 80 hours

of overtime. The estimated unit turn is about $1,300 per unit. This figure also includes painting of units and all materials. EOHLC will reimburse the MHA in the form of a budget revision.

7. Report of Committees

Nothing to Report

8. Unfinished Business

(i) Executive Director Resignation

Jim Holt is asking the board to reconsider his resignation date and waive the ninety (90) day advance notice required by the contract. As stated in the contract, *"it is the board's sole discretion to waive all or part of the notice period and accelerate the termination date without compensation to the Executive Director"*. Jim Holt gave December 8th as his resignation date which is 45 days' notice. Chairman Connolly stated that she would like Jim to be present for the December board meeting. Jim Holt said he would be present for the board meeting and is staying on as the Interim Executive Director with the assistance of Lisa Young, Executive Assistant, and Patrick Walsh, Director of Maintenance. Jim would be in contact with Lisa and Patrick daily. Jim stated most of the things he needs to get done can be done remotely or on weekends such as signing checks or approving contracts. The board would like to have it in writing that Jim Holt will provide the MHA with at least 15 hours per week. Since Jim is a current employee of the MHA, a contract is not needed. The board agreed with Jim Holt to have Lisa Young and Patrick Walsh as the point persons during this transition and to provide a clear list of what responsibilities they would have.

a. Search Consultant proposals:
    1. D&V/Mainsail Associates- Rick Leco
    2. Attorney Patricia Ann Grace
b. PHN 2021-03- Guidelines for LHA hiring of Executive Director

Chairman Ellen Connolly stated that she had interviews with search consultants, Rick Leco of D&V Mainsail Associates and Ms. Patricia Ann Grace who was formerly the EOHLC's regional attorney for 28 years. Both Rick and Patricia sent proposals to Chairman Connolly. Rick Leco's proposal did not include compilation and submittal of hiring package to EOHLC because Mr. Leco said some housing authorities like to do the hiring themselves. Since the board will need assistance with the search, Mr. Leco would include this in his proposal which would add another $300-$500 extra. MHA fee Accountant, Rich Conlon submitted a letter of recommendation to the board in support of Mr. Rick Leco. After further discussion by the board, it was agreed to select Rick Leco as the search consultant. Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the board voted to approve Rick Leco of D&V Mainsail Associates with the condition that a revised proposal include the compilation and submittal of the hiring package. Chairman Connolly declared the AYES have it.

The board discussed the best way to include residents in the process. Jim Holt will speak with Mr. Leco on getting more guidance for the board. All finalist interviews for the new Executive Director will be done in public session and MHA staff members and MHA residents will be encouraged to attend.

9. New Business

Nothing to Report

10. Litigation or Possible Litigation

Nothing to Report

11. Adjournment

Upon a motion by Charlie Harak, duly seconded by Mike Barry, and unanimously approved, the Board voted to adjourn from the MHA Regular Public Board Meeting at 9:20 p.m. The next MHA Regular Public Board Meeting is scheduled for Tuesday, December 19, 2023, at 7:30 p.m.

Respectfully Submitted:

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James Holt, Executive Director