

**MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
DECEMBER 19, 2023
PUBLIC SESSION**

RECEIVED

By City Clerk's Office at 11:26 am, Jan 17, 2024

A regular meeting of the Melrose Housing Authority was held on Tuesday, December 19, 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

Steven Douglas	Present via Zoom
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.

Chairman Ellen Connolly made a motion to suspend the Regular MHA board meeting to present Executive Director, Jim Holt with a certificate of acknowledgement and congratulations from Mayor Brodeur who was present. State representative, Kate Lipper-Garabedian was also present and presented Jim Holt with a certificate and congratulations from the House of Representatives. Stephen Anderson, Chairman of the Melrose Affordable Housing Corporation was present and presented Jim Holt with a gift on behalf of the board to acknowledge and congratulate him.

Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the board voted to reconvene back into regular session. Chairman Connolly declared the AYES have it.

2. Minutes Pending Adoption

The Board of Commissioners reviewed and discussed the November 14, 2023, Regular Board Meeting Minutes. There was one error in the minutes under the 90-day Vacancy Initiative Exemption discussion that reads *“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.”* However, this should read *“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 \$61,233.60.”* Lisa Young will correct the minutes to reflect the change in the amount as shown. Upon a motion by Dana LeWinter, duly seconded by Charlie Harak, and unanimously approved, the Board voted to approve the November 14, 2023, Regular Board Meeting Minutes. Chairman Connolly declared the AYES have it.

The Board of Commissioners reviewed and discussed the November 3, 2023, Special Board Meeting minutes. Upon a motion by Dana LeWinter, duly seconded by Charlie Harak and unanimously approved, the Board voted to approve the November 3, 2023, Special Board meeting minutes. Chairman Connolly declared the AYES have it.

3. Tenant Association Representative Participation

Nothing to Report

4. Communications

- (i) Board member resignation / Tenant Association discussion

Tenant representative, Mike Barry has submitted his resignation to the board effective 12/18/23. Commissioner Charlie Harak spoke to someone at the Massachusetts Union of Public Housing tenants and offered their contact information to any resident(s) who may be interested in forming a tenant's association. The contact is Sarah Byrnes- sarah@massunion.org

Chairman Connolly asked Jim Holt to provide her with some names of residents at the Steele House who may be interested in joining the board.

- (iii) Notice of Decision- 28 Greenwood St.

A Notice of Decision was reviewed by the board regarding the 28 Greenwood St. project. The board of appeals voted to conditionally grant a permit to construct a 4-story multi-family building with 28 parking spaces and convert an existing building into two residential units with a 1,500 square foot addition. The concern of the board is that this project could present drainage issues in the area of the Steele House.

Chairman Connolly spoke with City Planner, Denise Gaffey and Denise doesn't think there will be any water issues.

5. Report of the Executive Director

a. State-Aided Elderly /Handicapped Programs 667-1/2 Elderly/Family Housing 667/705/AHVP

(i.) November 2023 Vacancy Report

As of November 30, 2023, there are currently 20 vacant units. There are four scheduled move-ins for the month of December. Maintenance has completed all unit turns that were approved for overtime hours.

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.) December 1, 2023, Report

As of December 1, 2023, there are 234 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.

(ii) HOTMA Proposal- Manette Donovan

Jim Holt is asking the board to approve Manette Donovan to add the HOTMA changes into the Section 8 administrative plan. These changes include asset limitations, childcare expenses, etc. There will be a public hearing required due to the significant amendments to the administrative plan. Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the board voted to approve the proposed client fee agreement with Attorney Manette Donovan. Chairman Connolly declared the AYES have it.

c. Financial Administrator's Report

(i.) Approval of Disbursements- October 2023

The Board of Commissioners reviewed and discussed the financial report for October 2023. Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the Board voted to approve the October 2023 disbursements in the amount of \$642,023.91. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- November 2023

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

d. Personnel

(i) Request for pay of unused vacation time

Jim Holt is requesting to be paid out for his unused vacation time. Unused vacation hours = 300 hours @ \$65.23 per hour = \$19,569.00. Upon a motion by Dana LeWinter, duly seconded by Charlie Harak and unanimously approved, the board voted to approve to pay Jim Holt \$19,569.00 for his unused vacation time. Chairman Connolly declared the AYES have it.

(ii) Employee resignation

Lisa Carinelli has submitted her notice of resignation as the Public Housing Coordinator effective December 15, 2023. Jim Holt is asking the board to approve to pay Lisa Carinelli for her unused vacation time. Unused vacation hours = 75.45 hours @ \$36.92 per hour = \$2,785.61. Upon a motion by Dana LeWinter, duly seconded by Charlie Harak, and unanimously approved, the board voted to approve to pay Lisa Carinelli \$2,785.61 for her unused vacation time. Chairman Connolly declared the AYES have it.

Commissioner Dana LeWinter asked if we need to get a job posting/description advertised for the Public Housing Coordinator position. Jim Holt does not want to leave this position open for too long and discussed waiting until after the new year to post it.

Jim Holt has reached out to Stoneham Housing Authority who agreed to assist the MHA in performing the public housing coordinator duties such as recertifications and lease-ups. Stoneham is requesting \$45.00 per hour, who will be paid as independent contractors.

e. All other matters that may be presented

(i) Vacant unit initiative award- 42 Otis St.

The MHA received official notice from EOHLA that it was awarded an additional \$105,791.05 for the vacant unit rehab at 42 Otis St. Report was received and placed on file.

(ii) MHA Language Access Plan

Jim Holt presented the board with the MHA's Language Access Plan. The plan was updated to include Arabic on the list of languages. Report was received and placed on file.

6. Report of the Maintenance Department

(i) November 2023 Report

The Board reviewed the Maintenance report for November 2023. The AC replacement in the MHA main office is almost complete. The fire alarm replacement at the Steele house is in the final stages of testing, an inspection with the fire department will be scheduled. The unit turnover at 42 Otis St. is about 95% complete. The bathroom renovation at 487 Lebanon St. is in planning stages. The Steele house generator replacement is in planning, asbestos was found in the wall facing the parking lot. The federal pacific breaker replacement project at McCarthy is in the planning stages.

Report was received and placed on file.

(ii) Update on construction projects

“See discussion under Report of the Maintenance Department.”

7. Report of Committees

Nothing to Report

8. Unfinished Business

Nothing to Report

9. New Business

MHA Fee Accountant Rich Conlon was present for this portion of the board meeting to present the 2024 budget and budget revision.

(i) FY23 budget revision #3

Budget revision #3 was submitted to EOHLA for the 400 program so that the MHA could receive the vacancy initiative exemption of \$61,234.00. Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the Board voted to approve the FY23 budget revision #3. Chairman Connolly declared the AYES have it.

(ii) FY24 budget

MHA Fee Accountant Rich Conlon was present for this portion of the Board Meeting to discuss the FY24 budget. Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved by a roll call vote total of 4-0, The Board voted to approve the FY24 budget for programs: MRVP/667/705/689/Section 8/Ross/management program be submitted to the Dept. of Housing & Community Development for its review and approval. Chairman Connolly declared the AYES have it.

10. Litigation or Possible Litigation

Nothing to Report

11. Adjournment

Upon a motion by Charlie Harak, duly seconded by Dana LeWinter, and unanimously approved, the Board voted to adjourn from the MHA Regular Public Board Meeting at 9:20 p.m. to go into Executive Session for the purpose of approving the minutes from the November 3, 2023, Executive session. Chairman Connolly declared the AYES have it. The next MHA Regular Public Board Meeting is scheduled for Tuesday, January 16, 2024, at 7:30 p.m.

Respectfully Submitted:

James Holt, Executive Director