

MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
JANUARY 16, 2024
PUBLIC SESSION

A regular meeting of the Melrose Housing Authority was held on Tuesday, January 16, 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
Ellen Connolly	Present
Dana LeWinter	Present
Charlie Harak	Present

Jim Holt, MHA Interim 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 December 19, 2023, Regular Board Meeting Minutes. Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the board voted to approve the December 19, 2023, regular board meeting minutes. Chairman Ellen Connolly declared the AYES have it.

3. Tenant Association Representative Participation

Chairman Connolly asked if there was any talk in the buildings about the open tenant representative position on the board, but Patrick Walsh and Lisa Young said it has been quiet and nobody has expressed interest in joining the board. Chairman Connolly stated that the board will wait to search for a tenant rep until the new Executive Director is hired.

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.) December 2023 Vacancy Report

As of December 31, 2023, there are currently 19 vacant units. There are 11 vacant units at McCarthy and 8 vacant units at Steele house. There are units ready for new occupants. Jim Holt will ask for more overtime for maintenance to complete unit turnovers.

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.) January 1, 2024, Report

As of January 1, 2024, 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) FY24 Section 8 Payment Standards

***This item was introduced by Interim Executive Director, Jim Holt.

The board of Commissioners is required to adopt payment standards for other communities outside of the Boston/Cambridge/Quincy area. The MHA has voucher holders in these surrounding towns: Fall River, Lawrence, Lowell, and Ware.

Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the Board voted to approve the payment standards for Fall River as follows: 0-Bedroom - \$1,379.00, 1-Bedroom - \$1496.00, 2 – Bedroom - \$1,812.00, 3 -Bedroom - \$2,190.00, 4 -Bedroom - \$2,714.00. 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 Lawrence as follows: 0-Bedroom - \$1,299.00, 1-Bedroom - \$1483.00, 2 – Bedroom - \$1,917.00, 3 -Bedroom - \$2,329.00, 4 -Bedroom - \$2,553.00. 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 Lowell as follows: 0-Bedroom - \$1,505.00 1-Bedroom - \$1669.00, 2 – Bedroom - \$2,194.00, 3 -Bedroom - \$2,653.00, 4 -Bedroom - \$2,922.00. 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 Ware as follows: 0-Bedroom - \$934.00, 1-Bedroom - \$1115.00, 2 – Bedroom - \$1,375.00, 3 -Bedroom - \$1,669.00, 4 -Bedroom - \$1,954.00. Chairman Connolly declared the AYES have it.

c. Financial Administrator's Report

(i.) Approval of Disbursements- November 2023

The Board of Commissioners reviewed and discussed the financial report for November 2023. Commissioner Charlie Harak asked for clarification on a charge of \$2,439.72 for a Cantonese Interpreter. Jim Holt was unsure what this charge was for but will investigate it and report back to the board. Upon a motion by Charlie Harak, duly seconded by Steven Douglas and unanimously approved, the Board voted to approve the November 2023 disbursements in the amount of \$656,182.41. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- December 2023

The Board of Commissioners reviewed the preliminary disbursements for December 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) Steele House Generator replacement- advertisement to bid

The board reviewed the advertisement for the generator replacement at the Steele House. The ad will go out tomorrow, 1/17/24. Bids are due on February 8, 2024.

6. Report of the Maintenance Department

(i) December 2023 Report

The Board reviewed the Maintenance report for December 2023. The Steele House fire alarm replacement panel is almost complete. The unit turnover at 42 Otis St. is just about done. The scope of work for 487 Lebanon St. was put out. The scope of work for the unit turnover at 969 Main St. was received today.

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 Charlie Harak, duly seconded by Steven Douglas, and unanimously approved, the Board voted to adjourn from the MHA Regular Public Board Meeting at 8:30 p.m. Chairman Connolly declared the AYES have it. The next MHA Regular Public Board Meeting is scheduled for Tuesday, February 27, 2024, at 7:30 p.m.

Respectfully Submitted:

James Holt, Executive Director