

**MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
FEBRUARY 27, 2024
PUBLIC SESSION**

A regular meeting of the Melrose Housing Authority was held on Tuesday, February 27, 2024, 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 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.

Chairperson Ellen Connolly declared a quorum present.

***At this time, Chairperson Ellen Connolly opened the meeting up to public participation to hear from a member of the public who was present at the meeting. Upon a motion by Charlie Harak, duly seconded by Dana LeWinter, and unanimously approved, the board voted to open the meeting to allow for public participation. Chairperson Connolly declared the AYES have it.

Ms. Lori Nason was present and spoke about her late father, Jack Nason who was involved with the start of the housing authority. Lori presented the board with a box of old letters, by-laws, and different articles about the housing authority that her father had kept. The board thanked Ms. Nason for attending and gifting the housing authority with these items.

Members of the staff of the MHA admin office were present and Chairperson Connolly opened the floor to them. Lisa Young spoke about the fact that staff are frustrated with the process and have been doing extra work for the last few months due to the Public Housing Coordinator resigning. Chairperson Connolly states that she is hoping the interview process for the new Executive Director will go quickly now that they have narrowed it down to a few candidates. Commissioner Harak stated that the board is trying to move this process along as quickly as possible given all the rules that must be followed. Chairperson Connolly is hoping the final open meeting for interviews will be held at the March board meeting. MHA staff member, Susan Tuminelli stated to the board that this is frustrating not only that the Executive Director position is vacant, but the Public Housing Coordinator position is also vacant and has been since December. Susan and Lisa Young are both doing the duties of that full-time job as well on top of their regular full-time jobs. Commissioner Dana LeWinter asked if hiring a temp would help but Lisa and Susan said a temp worker would not help as that would be more work since we would have to train a temp. Jim Holt stated he feels the Public Housing Coordinator position should be posted now and hopes to receive resumes so the new Executive Director will be ready to hire someone.

Commissioner Harak reiterated that the board supports the MHA staff and understands the frustration. He suggested to Jim that if there is anyone who can lend a hand to MHA that he can recommend, that would be helpful. The board thanked the MHA staff for the work they continue to do.

***Upon a motion by Charlie Harak, duly seconded by Dana LeWinter, and unanimously approved, the board voted to close public participation and open the meeting back up to Regular session. Chairperson Connolly declared that the AYES have it.

2. Minutes Pending Adoption

The Board of Commissioners reviewed and discussed the January 16, 2024, Regular Board Meeting Minutes. Upon a motion by Dana LeWinter, duly seconded by Charlie Harak and unanimously approved, the board voted to approve the January 16, 2024, regular board meeting minutes. Chairperson Ellen Connolly declared the AYES have it.

3. Tenant Association Representative Participation

- (i) Tenant rep vacancy discussion

The board discussed filling the vacant tenant representative seat on the MHA board of Commissioners. Chairperson Ellen Connolly stated that she will put a letter together to be delivered to residents in both Steele and McCarthy to see if there is any interest in joining the board. It is up to the mayor to appoint the tenant representative based on the list of names that are received. Chairperson Connolly will send a letter to Lisa Young to have delivered to both buildings.

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.) January 2024 Vacancy Report

As of January 31, 2024, there are currently 19 vacant units. There are 11 vacant units at McCarthy and 9 vacant units at Steele house. Report was received and placed on file.

Special Needs Housing Program (689)

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

- (i.) February 1, 2024, Report

As of February 1, 2024, 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. Reports were received and placed on file.

- c. Financial Administrator's Report

- (i.) Approval of Disbursements- December 2023

The Board of Commissioners reviewed and discussed the financial report for December 2023. Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the Board voted to approve the December 2023 disbursements in the amount of \$818,761.36. Chairperson Connolly declared the AYES have it.

- (ii.) Review of Disbursements- January 2024

The Board of Commissioners reviewed the preliminary disbursements for January 2024. The report will be placed on file to be discussed and approved next month.

- d. Personnel

- (i) Update on ED search

“Please see discussion under Roll Call”.

- e. All other matters that may be presented

- (i) Steele House Generator replacement- Bid results

Bid results were received for the Steele House generator replacement. The bid was awarded to Brothers Electrical for \$485,000. References were checked. Upon a motion by Dana LeWinter, duly seconded by Steven Douglas, and unanimously approved, the board voted to approve the contract with Brothers Electrical for \$485,000. Chairperson Connolly declared the AYES have it.

- (ii) Steele House Generator replacement- Compliance Reserve award

The MHA was awarded an additional \$7,000 from EOHLC's Compliance reserve fund. This award is to cover the cost of the asbestos removal in connection with the generator replacement at the Steele House.

6. Report of the Maintenance Department

- (i) January 2024 Report

The Board reviewed the Maintenance report for January 2024. Wayne's Drains completed the 60-day preventative maintenance on the main drain at McCarthy and 919 Main St. Steele House fire alarm replacement is in process of having old system removed. Elevator inspections were completed at Steele house on 1/18/24. Generator replacement at Steele house had pre-bid walk through on 1/31/24. 42 Otis St. had final walk through and punch list on 1/31/24.

Report was received and placed on file.

7. Report of Committees

Nothing to Report

8. Unfinished Business

Nothing to Report

9. New Business

(i) FY2023 Year-end financials

MHA fee accountant, Rich Conlon was present for this portion of the board meeting to discuss the FY2023 year end financial statements. The Section 8 program made \$170,000 this year but the program was underfunded so MHA must put in a requisition to get the money back. The state 400 program made \$28,000 this year and has reserves at 58.60%. Rich Conlon states that as long as MHA is above 35% and below 70%, we are in good standing. The 689-program made \$8,887 this year and there is enough money to complete any necessary repairs if needed. The MRVP program made \$1,386 and the Management program made \$10,352.00. The board thanked Rich Conlon for attending the meeting.

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 8:40 p.m. Chairperson Connolly declared the AYES have it. The next MHA Regular Public Board Meeting and Annual meeting is scheduled for Tuesday, March 12, 2024, at 7:30 p.m.

Respectfully Submitted:

James Holt, Executive Director