MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
MARCH 19, 2024
PUBLIC SESSION

A regular meeting of the Melrose Housing Authority was held on Tuesday, March 19, 2024, in the Community Room of the Melrose Housing Authority C.J. McCarthy building at 910 Main Street, Melrose, Massachusetts 02176 at 7:15 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.

Chairperson Ellen Connolly declared a quorum present.

2. **Minutes Pending Adoption**

The Board of Commissioners reviewed and discussed the February 27, 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 February 27, 2024, regular board meeting minutes. Chairperson Ellen 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.) February 2024 Vacancy Report

As of February 28, 2024, there are currently 19 vacant units. Report was received and placed on file.

Special Needs Housing Program (689)

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

(i.) March 1, 2024, Report

As of March 1, 2024, there are 237 of 240 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. Reports were received and placed on file.

c. Financial Administrator's Report

Nothing to Report

d. Personnel

Nothing to Report

e. All other matters that may be presented

Nothing to Report

6. **Report of the Maintenance Department**

(i) February 2024 Report

The Board reviewed the Maintenance report for February 2024. There was a flood that occurred in the community room of the McCarthy building that came from a unit on the 3rd floor's bathtub overflowing. MHA maintenance was able to repair the damaged ceiling in the community room. Only one unit was affected by the flood and had to have the carpets replaced from water damage.

Steele House fire alarm system replacement project is in the final stages.

MHA Maintenance found a leak in the bathroom at 42 Otis St. The leak was found to have been caused by the contractor who performed the plumbing work during the unit turnover. MHA's RCAT manager is going to reach out to the contractor to discuss.

Report was received and placed on file.

7. Report of Committees

Nothing to Report

8. Unfinished Business

Nothing to Report

9. New Business

(i) Executive Director Interviews

The MHA board of Commissioners welcomed Ms. Angie Medeiros and Mr. Martin Corona, who are the two finalists for the Executive Director position. Each candidate was interviewed separately by the board, MHA staff and MHA residents who were in attendance. The MHA board thanked both Ms. Medeiros and Mr. Corona for attending. The board did not choose to go into further deliberations or take a vote on who their choice would be. There will be another public meeting announced once the board is ready to vote on a candidate.

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 the MHA Regular Public Board Meeting at 9:45 p.m. Chairperson Connolly declared the AYES have it. The next MHA Regular Public Board Meeting is scheduled for Tuesday, April 9, 2024, at 7:30 p.m.

Respectfully Submitted:

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James Holt, Executive Director