

**MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
JUNE 11, 2024
PUBLIC SESSION**

A regular meeting of the Melrose Housing Authority was held on Tuesday, June 11, 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

Ellen Connolly	Present
Dana LeWinter	Present
Charlie Harak	Present
Steven Douglas	Present

Martin Corona, 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 May 14, 2024, MHA Regular board meeting minutes. Upon a motion by Dana LeWinter, duly seconded by Charlie Harak, and unanimously approved, the board voted to approve the May 14, 2024, MHA Regular board meeting minutes. Chairperson Ellen Connolly declared the AYES have it.

3. Tenant Association Representative Participation

Nothing to Report

4. Communications

Executive Director, Martin Corona recently held a meet and greet with residents of both the Steele House and McCarthy buildings and reported to the board that both meetings went well, and several residents showed up and participated. Some of the topics discussed were forming tenant councils, maintenance of the buildings, upcoming projects, etc. One of the requests of the McCarthy residents was to be able to use the screened in front porch. Martin reported to the board that maintenance was able to clean out the patio area and repair the broken window screens. Martin also reported that he held meetings with residents to discuss forming tenant councils in each building. There were several residents who expressed interest in forming a tenant council. Martin will continue to meet with residents to assist and provide resources.

5. Report of the Executive Director

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

- (i.) May 2024 Vacancy Report

As of May 31, 2024, there are currently 291 units occupied with five units leased up in May. There are currently two vacant units.

There are currently three vacant 705 Family units. We are currently screening applicants for 42 Otis St. which is a 3-bedroom unit. This unit was recently turned over through RCAT and we are awaiting final approval from the Fire chief. There are a few windows in Otis St. that will be getting replaced but this may not be until a family has moved in.

We are awaiting scopes of services for the vacant units at 969 Main St. which is a five bedroom and 489 Lebanon St. Report was received and placed on file.

Special Needs Housing Program (689)

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

- (i.) June 1, 2024, Report

As of June 1, 2024, there are 234 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

(i) Approval of Disbursements- April 2024

The board reviewed and discussed the disbursements for April 2024. Upon a motion by Dana LeWinter, duly seconded by Steven Douglas and unanimously approved, the board voted to approve the April 2024 disbursements in the amount of \$687,687.42. Chairperson Ellen Connolly declared the AYES have it.

(ii) Review of Disbursements- May 2024

The board reviewed and discussed the May 2024 disbursements. The May 2024 disbursements will be approved at next month's board meeting. Report was received and placed on file.

d. Personnel

Nothing to Report

e. All other matters that may be presented

Nothing to Report

6. Report of the Maintenance Department

(i) May 2024 Report

The Board reviewed the Maintenance report for May 2024. American K-9 conducted bed bug inspections on 5/22/24. One unit was treated.

Wayne's Drains completed 60-day preventative maintenance on the main drain at McCarthy but also had to be called out for a special visit because of the recent heavy rains that clogged the drain in the McCarthy parking lot.

American K-9 conducted bed bug inspections at the Steele House on 5/23/24.

42 Otis St- Waiting for City to give final approval.

489 Lebanon St- Walkthrough conducted with architect from EOHLC on 5/1/24.

446 Lebanon St, #1- Bathroom had to be gutted, new tub installed, and new vinyl flooring will be put down. Unit should be fully turned within a couple months.

969 Main St- Architect from EOHLC conducted walkthrough. Working on scope of services.

Report was received and placed on file.

7. Report of Committees

Nothing to Report

8. Unfinished Business

Nothing to Report

9. New Business

(i) EOHLC Resident surveys

Each year, EOHLC distributes surveys to residents of public housing. Not all residents respond and once the surveys are completed and received, EOHLC forwards them to each housing authority. The board of commissioners reviewed the surveys from Melrose housing authority residents. The residents who did respond had positive reviews regarding the office staff, maintenance etc. The section on safety was addressed as newer residents move into the buildings while current residents may not know who they are at first. Report was received and placed on file.

(ii) OPEB presentation- Parker Elmore

Mr. Parker Elmore of Odyssey Advisors was present via Zoom for this portion of the board meeting to discuss OPEB/GASB 75- Other Post Employment Benefits other than pensions. Parker presented the board with a slide presentation to discuss MHA's results which included a description of the plan, information about benefits and contributions, information about liability, and the plan's basic financial statements. The board thanked Mr. Elmore for his presentation and for attending the board meeting. Report was received and placed on file.

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 8:45 p.m. Chairperson Connolly declared the AYES have it. The next MHA Regular Public Board Meeting is scheduled for Tuesday, July 2, 2024, at 7:30 p.m.

Respectfully Submitted:

Martin Corona, Executive Director