

MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
SEPTEMBER 10, 2024
PUBLIC SESSION

A regular meeting of the Melrose Housing Authority was held on Tuesday, September 10, 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
Doreen Breland	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. MHA Annual Plan

Executive Director, Martin Corona presented a copy of the MHA’S Annual Plan. Martin reviewed the Capital Improvement Plan which lists projects and funds that are set aside for the future. One of the 705 family projects is to replace the oil heater furnaces with gas at 42-44 Otis St. The budget for this project is \$409,000 which will come out of Sustainability fund from EOHLIC.

487 Lebanon St. is in the Capital Plan for 2026 to repair the walkway and replace the bathrooms.

McCarthy resident, Irene Doyle asked why the MHA admin office ac replacement project cost so much money. This project was pushed back a few times over the years.

The fire alarm replacement project at McCarthy is being pushed back to 2026.

The window replacement project at McCarthy is on the Capital Plan for Phase 2.2. McCarthy resident, Irene Doyle questioned Martin on whether the MHA admin office is still a priority to get the office windows replaced. Martin stated he believes it is but it is still early, and he is not sure how the schedule will work. EOHLIC will have an architect draw the plans on which windows will get replaced in the next phase. The MHA has about \$250,000 for the next phase. It is not known how many windows can be replaced with these funds.

Exterior door replacements at the McCarthy are in the Capital Plan for 2025 as well as driveway repairs.

Steele House breezeway repairs is in the Capital Plan. The outside doors at Steele are also due to be replaced.

The rug replacement at McCarthy is in the Capital Plan. Martin is going to reach out to see what options there may be to replace the rugs such as tile, sticky tile, vinyl flooring, etc.

Martin discussed the resident survey that was completed. One of the concerns of MHA residents is security. The MHA does not have key fobs right now, but Martin is going to investigate that option. There are security cameras in both buildings, however Martin would like to put more security measures in place. Martin stated he is going to add the comments from the resident surveys into the Annual Plan. Upon a motion by Charlie Harak, duly seconded by Dana LeWinter, and unanimously approved, the board voted to approve the MHA’s Annual Plan to include comments from the Executive Director as he sees fit. Chairperson Ellen Connolly declared the AYES have it.

3. Minutes Pending Adoption

- (i) Minutes from August 13, 2024, MHA regular Board meeting

The Board of Commissioners reviewed and discussed the August 13, 2024, MHA Regular board meeting minutes. Upon a motion by Charlie Harak, duly seconded by Dana LeWinter, and unanimously approved, the board voted to approve the August 13, 2024, MHA Regular board meeting minutes. Chairperson Ellen Connolly declared the AYES have it.

4. Tenant Association Representative Participation

- (i) Update on forming LTO (local Tenant Organization)

At this time, the board of Commissioners decided to open the meeting to public participation. Upon a motion by Charlie Harak, duly seconded by Doreen Breland, and unanimously approved, the Board voted to suspend the regular board meeting to open the floor for public participation. Chairperson Ellen Connolly declared the AYES have it.

Irene Doyle, resident of the McCarthy building stated that nominations for the LTO will be taken on October 1, 2024, and the vote will be taken on November 3, 2024. There will be seven positions on the LTO. The Mass Union of Local Tenant's Organization will be present for the vote.

Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the board voted to close public participation. Chairperson Ellen Connolly declared the AYES have it,

Doreen Breland, tenant representative, said that she went over the Steele House today and spoke to some residents who had some concerns about the outside lighting at the Steele House, Doreen also stated that it would be nice to have access to the kitchen at McCarthy on the weekends.

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.) August 2024 Vacancy Report

As of August 31, 2024, there were six vacant units at the Steele house and one vacant unit at the McCarthy building. Martin discussed the amount of time it takes maintenance to turn a unit, particularly a 1-bedroom unit should not be taking as long to turn. Martin said he is working with maintenance on getting units turned quicker and within the 60-day timeframe. Report was received and placed on file.

Special Needs Housing Program (689)

Nothing to Report

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

- (i.) September 1, 2024, Report

As of September 1, 2024, there are 231 of 237 HCV (Housing Choice Voucher) vouchers leased up for the Section 8 program.

A new regulation was put out by Section 8 which states that the housing authority can terminate a landlord contract in the Section 8 program if a landlord does not repair violations in the home. MHA Attorney, Manette Donovan will update the MHA's Section 8 Admin Plan. The Board of Commissioners would like to discuss this more and table a vote until the next board meeting,

There are 57 out of 57 PBV (Project Based Voucher) 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- July 2024

The board reviewed and discussed the disbursements for July 2024. Upon a motion by Charlie Harak, duly seconded by Dana LeWinter, and unanimously approved, the board voted to approve the July 2024 disbursements in the amount of \$822,989.72. Chairperson Ellen Connolly declared the AYES have it.

- (ii) Review of Disbursements- August 2024

The board reviewed and discussed the August 2024 disbursements. The August 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

- (i) Update on solar contract

Martin spoke to National Grid and they made an error on sending the MHA a check for the solar credits. Martin stated that he plans to speak to City Hall to see if credits can be sold. Martin has reached out to Alternative Energy Solutions to see if credits can be sold, paid out or reduced. Martin will keep the board updated on the solar credits.

- (ii) 487-489 Lebanon St. building envelope repair project FISH# 178141

Bids were received for the building envelope repairs at 487-498 Lebanon St. Martin Corona stated that the low bidder was Alfa Design Build Contracting for \$45,400. Upon a motion by Charlie Harak, duly seconded by Dana LeWinter, and unanimously approved, the board voted to approve the contract with Alfa Build Contracting for \$45,500. Chairperson Ellen Connolly declared the AYES have it.

6. Report of the Maintenance Department

- (i) August 2024 Report

The Board reviewed the Maintenance report for August 2024. Martin Corona reported that all work orders are up to date. 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 Dana LeWinter, and unanimously approved, the Board voted to adjourn the MHA Regular Public Board Meeting at 8:20 p.m. to go into the MHA Annual Plan meeting. Chairperson Connolly declared the AYES have it. The next MHA Regular Public Board Meeting is scheduled for Tuesday, October 8, 2024, at 7:30 p.m.

Respectfully Submitted:

Martin Corona, Executive Director, J.D., P.H.M.