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NOTICE OF MEETING CITY OF MELROSE, MASSACHUSETTS

ORGANIZATION: Melrose Housing Authority

MEETING DATE: November 12, 2024

TIME: 7:30 P.M.

MEETING LOCATION: Melrose Housing Authority-C.J. McCarthy Building
MHA Main Office
910 Main Street, Melrose, MA 02176

REQUESTED BY: Martin Corona, Executive Director

AGENDA

PUBLIC SESSION AGENDA

1. **Roll Call**
 - Declaration of a Quorum
2. **Minutes Pending Adoption:**
 - Minutes from October 8, 2024, MHA Regular Board Meeting
3. **Tenant Association and Public Comments:**
 - Update on McCarthy & Steele Tenant Association Elections
 - Drafting of MOU between MHA and Tenant Associations Effective 1/1/2025
4. **Communications:** (Nothing to Report)
5. **MHA Program Management/Operations Report (Executive Director Report):**
 - a. **CHAMP Admission/Intake/Screening:**
 - PHN-Notice Veteran Preference-New MHA Task-Screening Veterans
 - Update on Applicant Processing
 - b. **State-Aided Elderly/Handicapped Programs (667-1)- Elderly/Family Housing (667/705)**
 - Rent Collection Report (October 2024)
 - Vacancy Report (October 2024)
 - c. **Special Needs Housing Program (689)**
 - Meeting with Caritas, Inc (Roger Plourde) and Rent Increase Eff 11/1/2024
 - d. **Maintenance Department**
 - October 2024 Work Order Report
 - Bed Bug Inspections (K-9) Conducted in October
 - B&B Pest Control Community-Wide Extermination
 - Update on Capital Improvement Projects
 - Snow Removal Preparation



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d. Rental Assistance (Section 8/MRVP/AHVP/DMH)

- October 1, 2024, report
- FSS Grant Submission
- HCV Shortfall Request
- Update on HCV/S8 Payment Standards (2024 FMR Appeal by BHA/CHA/EOHLC)

e. Financial Administrator's report

- Approval of Disbursements- September 2024
- Review of Disbursements- October 2024

f. Personnel

- Northeast Vocational Coop Program (1st day was on 10/28/2024)

g. All Other Matters that May Be Presented

- Met with City of Melrose Director of Emergency Management/Tabletop Exercise Training with Police Chief, Fire Chief, and Residents on 10/8/2024
- MHAs' Participation at Mayor's Senior Resource Fair on 10/28/2024
- MHA met with SDM Foundation (Melrose Foundation) in October
- IT Security Health Check (IT Disaster Recovery Plan)
- MVES search to hire Service Coordinator & MHA Protective Services Referrals
- MHA Staff completed Rent Calculation Training in October
- MBI Retrofit Grant Program (Letter of Interest)
- AC Removal Completed

6. Report of Committees: (Nothing to Report)

7. Unfinished Business:

- Approval of Energy Rate Contract

8. New Business

- Presentation and Approval of 2025 Annual Budget-Rich Conlon, Fee Accountant
- HCV/S8 5-Year Plan Approval
- Approval of CSC/CFC for Fish #178135

9. Adjournment

The next MHA Regular Public Board meeting is scheduled for Tuesday, December 10, 2024, at 7:30 p.m.