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NOTICE OF MEETING CITY OF MELROSE, MASSACHUSETTS

ORGANIZATION: Melrose Housing Authority

MEETING DATE: Tuesday, January 14, 2025

TIME: 7:30 PM

MEETING LOCATION: 1 Nason Drive, Melrose, MA 02176
Steele House Community Room

REQUESTED BY: Martin Corona, Executive Director

AGENDA

1. Roll Call

- Declaration of a Quorum

Minutes Pending Adoption:

- Minutes from December 10, 2024, MHA Regular Board Meeting

2. Tenant Association and Public Comments:

3. MHA Program Management/Operations Report (Executive Director Report):

a. CHAMP Admission/Intake/Screening:

- Update on Applicant Processing

**b. State-Aided Elderly/Handicapped Programs (667-1)-
Elderly/Family Housing (667/705):**

- Rent Collection Report (December 2024)
- Vacancy Report (December 2024)



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c. Special Needs Housing Program (689): (Nothing to Report)

d. Maintenance Department:

- December 2024 Work Order Report
- Lebanon Street Bathroom Renovation Completed
- East Wyoming Street-Bathroom Renovation Will Start in January 2025
- Scheduled Flushing of Drains at both McCarthy and Steele for January 2025
- Painted MVES RSC Office at McCarthy
- Obtaining Quotes for Steele Community Room Water Infiltration Repair

e. Rental Assistance (Section 8/MRVP/AHVP/DMH):

- December 2024 Report
- FSS Grant Submission-Approved
- HCV Shortfall Update
- Approval of FY2025 FMRs for MSAs outside of Boston/Cambridge

f. Financial Administrator's report:

- Approval of Disbursements- November 2024
- Review of Disbursements- December 2024

g. All Other Matters that May Be Presented:

- Training for Defibrillators, (Scheduling thereof)
- Completed Staff Trainings (Winter Guidance, HCV Utilization)



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- MBI Broadband Retrofit Grant-Preliminary Approval
- Submission of 2025 Municipal Cybersecurity Awareness Grant Program
- Inaugural Newsletter Deliver January 7, 2025
- PHA-Web Portal (Resident Enrollment Letter) delivered 1/10/2025
- MVES RSC at McCarthy Community (Update)
- Laundry Room Proposal (Anticipating)

4. New Business

- Marcum, Auditor, Request for the Next BOC Meeting to be held on February 25, 2025

5. Adjournment

****The next MHA Regular Public Board meeting is scheduled for Tuesday, February 25, 2025, at 7:30 p.m. at 910 Main Street, Melrose, MA. 02176***