

**MELROSE HOUSING AUTHORITY
910 MAIN STREET
MELROSE, MASSACHUSETTS 02176
BOARD OF COMMISSIONERS MEETING
TUESDAY, May 13, 2025
7:30 PM**

PUBLIC SESSION AGENDA

A regular meeting of the Melrose Authority was held on Tuesday, May 13, 2025, in the main office of the Melrose Housing Authority, C.J. McCarthy building at 910 Main Street, Melrose, Massachusetts 02176 at 7:30pm.

1. Roll Call

Ellen Connolly	Present
Dana LeWinter	Present
Charlie Harak	Present
Doreen Breland	Present

Martin Corona, Executive Director, was also present as well as Susan Tuminelli, CHAMP Coordinator, who served as clerk.

Chairperson Ellen Connolly declared a quorum present.

2. Minutes Pending Adoption:

- Minutes from April 8, 2025, MHA Regular Board Meeting

The board of commissioners reviewed and discussed the April 8, 2025, MHA Regular board meeting minutes. Upon a motion by Commissioner Dana LeWinter, duly seconded by Commissioner Charlie Harak, and unanimously approved, the board voted to approve the April 8, 2025, MHA Regular board meeting minutes. Chairperson Ellen Connolly declared the AYES have it.

3. Tenant Association and Public Comments:

Commissioner/Tenant Representative Doreen Breland had no comments this evening.

At this time, Chairperson Ellen Connolly asked for a motion to suspend the regular minutes and open to public participation. Commissioner Charlie Harak made the motion and Commissioner Doreen Breland seconded. Chairperson Ellen Connolly stated that the AYES have it.

Julie Melanson from the Steele House Community Tenant Association asked about the date for the dedication to Helen Blinstrub, former SHCTA President. Martin informed Julie that Patrick Walsh has scheduled Colella Landscaping for this Sunday, May 18, weather permitting to prepare the area for planting the garden. When this is completed a date for the dedication will be scheduled. The new doors in the basement leading outside are a great addition. The tenants are happy about this improvement. Julie talked about bullying and harassment issues at the Steele House and wanted to confirm this issue will be address in the MOU. Martin talked to Sarah at Mass Union and the Melrose police department. The Melrose police have assigned two Community Engagement Officers, Officer Andrew Ruby and Officer Mary Gill. They plan to host a community meeting at the end of May regarding these issues. Mass Housing is also going to reschedule harassment training for the residents and tenant

association board members. The key to success is training. Our goal is to unite people and bring harmony. Commissioner Dana LeWinter suggested reaching out to groups that offer mediation services to help in these situations before they escalate. The Housing Authority is documenting all complaints/concerns and having private conferences with tenants to get both sides of these situations.

Chairperson Ellen Connolly asked for a motion to close the public participation and return to the agenda. Motion made by Commissioner Charlie Harak and seconded by Commissioner Dana LeWinter.

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

a. CHAMP Admission/Intake/Screening:

- Update on Applicant Processing (225 applicants)

We currently have 3 wait-lists open and are processing 225 applicants.

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

- Rent Collection Report (April 2025)
- Vacancy Report (April 2025)

Rent collection has improved for this month. Anyone currently with an outstanding balance is paying.

Currently at the McCarthy we have 3 open units, one of which is leased for May 31, 2025. The other 2 are being renovated. At the Steele building we have 1 unit open that has been leased for June 1, 2025.

c. Maintenance Department:

- April 2025 Work Order Report

Per the work order report, we had 219 work orders this month.

- Capital Improvement Projects Update

EOHLC has approved the lowest bid from Aegean Builders, LLC for the McCarthy window project.

Martin distributed the list of Capital Improvement Projects which lists the Project number, address and updated notes on each project.

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

- April 2025 Report
- Update of HUD-HCV Shortfall Meeting on April 16, 2025
- FSS FY24 Grant Certification Submission

Nothing in Section 8 has changed since last month. We are not issuing vouchers at this time. We did meet on April 16, 2025, with the shortfall prevention team. Our forecasted shortfall is \$180,000. We lost 17 vouchers. We will use our Section 8 Administrative Plan as a guide on how to proceed. We have another meeting with HUD in July. FSS is the Family Self Sufficiency program. We have a grant, and we are required to have 25 participants. We did not meet that goal in 2022, 2023 and 2024. If we don't meet the goal this year we could lose this grant. Our goal is to have 25 people on the FSS program by the end of the year. Melrose has 8 participants, and we partner with Wakefield, and they have 2 participants.

e. Financial Administrator's report:

- Approval of Disbursements- March 2025
- Review of Disbursements- April 2025

Commissioner Charlie Harak moved to approve the total cash disbursements in March in total amount of \$781,909.54, seconded by Commissioner Dana LeWinter. Chairperson Ellen Connolly declared the AYES have it.

f. All Other Matters that May Be Presented:

- ADA Improvement Grant Program

The state has opened up this ADA Improvement Grant to Housing Authorities. The grant application is due June 7, 2025. Martin intends on submitting a grant. There are 2 grants, one is for planning and the other is for physical improvements. This is Commonwealth of MA money.

- Residential Retrofit Grant Program (Steele)

We were approved for the Residential Retrofit Grant for the McCarthy but they stated we already have Verizon in the building so we can't get the grant. We are now applying for the Steele Building.

- MHA/MTA/MyRWA Agreement for Community Engagement Work

The association with the Mystic River Watershed Association came about through our Capital Planning Project for the parking lot at the Steele Building. This project affects the wetlands which resulted in meeting with the Conservation Commission. The Conservation Commission officer suggested meeting with the Mystic River Watershed Association for funds for community engagement and education. They offered \$8,000 to the McCarthy Tenants Association to put an event together. The McCarthy Tenants Association asked if the Steele House Community Tenants Association could also be involved in this event. This will be discussed with both Tenant's Associations and Sara from Mass Union.

- 100th Birthday Celebration

Major Jennifer Grigoraitis and the Mystic Valley Elder Services CEO, Lisa Gurgone attended the party and presented the tenant with a certificate. The party was a success and enjoyed by all. A week later State Representative Kate Lipper Garabedian came to the Steele House and presented the tenant with another certificate.

5. New Business

- EOHLC PMR in May 2025

EOHLC will be here May 20, 2025, for physical inspections of some units.

- Audit Started in May 2025

Auditors were here May 1 and 2, 2025. We do not have the results yet.

- Approval of Low-Bidder for McCarthy Window Replacement

Commissioner Charlie Harak moved to approve the bid of \$459,100.00 from Aegean Builders, LLC. for the McCarthy Window Replacement Project, seconded by Commissioner Dana LeWinter and unanimously approved.

6. Adjournment

Upon a motion by Commissioner Charlie Harak, duly seconded by Commissioner Dana LeWinter and unanimously approved, the Board voted to adjourn the MHA Regular Public Board Meeting at 8:30 pm. Chairperson Ellen Connolly declared the AYES have it.

The next MHA Regular Public Board meeting is scheduled for **Wednesday, June 11, 2025, at 7:30 p.m. at 910 Main Street, Melrose, MA. 02176*