

**MINUTES
REGULAR MEETING OF MEMBERS
MEDFORD HOUSING AUTHORITY
OCTOBER 20, 2022**

The members of the Medford Housing Authority Board of Commissioners met in Regular Session on Thursday, October 20, 2022, at 121 Riverside Avenue, Medford, MA, at 4:31 p.m. The Chair, Lossa Janvier, presiding.

1. Roll Call **Absent**

Commissioner Lossa Janvier
Commissioner Caileen Foley
Commissioner James Lister
Commissioner Paul Hollien, Jr.
Commissioner Michael Luongo

Also in attendance: Jeffrey L. Driscoll, Executive Director/Secretary, Michael Pacious, Director of Finance, Theresa Ewald, CPA, Fenton and Ewald, and Barbara Vivian, Executive Assistant/Transcriptionist.

2. Recite the Pledge of Allegiance

3. Approval of Minutes

- a) Regular Meeting held on September 21, 2022

Upon a motion by Commissioner Foley, duly seconded by Commissioner Luongo, it was unanimously voted to approve the minutes of the Regular Meeting held on September 21, 2022.

- b) Executive Session held on September 21, 2022

Upon a motion by Commissioner Luongo, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to approve the minutes of the Executive Session Meeting held on September 21, 2022.

4. Financials

- Agency Wide Operating Statement

Michael Pacious, Director of Finance, summarized the Agency Wide Operating Statement for month ending July 31, 2022.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to close out the Financial Report.

- Budgets

Theresa Ewald, Fee Accountant, reviewed the FY23 budget including an explanation of each line item. Ms. Ewald stated the MHA is in a good position with the current budget while accomplishing many projects but also increasing our financial condition. Ms. Ewald further summarized the public housing and Section 8 program budgets together with the impact of the new Saltonstall, LLC.

Jeffrey Driscoll, Executive Director spoke to the process held to assess the needs of each department and how they affect the upcoming budget.

Additionally, the Executive Director summarized the proposed salary portion of the budget showing a scheduled 4.5% annual salary increase for current employees, an increase in salary to various positions, and the need for additional positions in maintenance, property management, and administratively.

a) Resolution No. 2022-044

Consideration of request of the Executive Director to approve the Medford Housing Authority original Walkling Court 400-1 State Budget for the fiscal year 10/01/2022 to 09/30/2023 as submitted with this Agenda and subsequent submission to the Department of Housing and Community Development for review and approval.

Upon a motion by Commissioner Luongo, duly seconded by Commissioner Hollien, Jr., and upon ROLL CALL VOTE, it was unanimously voted to approve the Medford Housing Authority original Walkling Court 400-1 State Budget for the fiscal year 10/01/2022 to 09/30/2023 as submitted with this Agenda and subsequent submission to the Department of Housing and Community Development for review and approval.

Ayes

Nays

Commissioner Lossa Janvier
Commissioner Caileen Foley
Commissioner Paul Hollien, Jr.
Commissioner James Lister
Commissioner Michael Luongo

b) Resolution No. 2022-045

Consideration of request of the Executive Director to approve the Medford Housing Authority original Ch. 689 State Budget for the fiscal year 10/01/2022 to 09/30/2023 as submitted with this Agenda and subsequent submission to the Department of Housing and Community Development for review and approval.

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Luongo, and upon ROLL CALL VOTE, it was unanimously voted to approve the Medford Housing Authority original Ch. 689 State Budget for the fiscal year 10/01/2022 to 09/30/2023 as submitted with this Agenda and subsequent submission to the Department of Housing and Community Development for review and approval.

Ayes

Nays

Commissioner Lossa Janvier
Commissioner Caileen Foley
Commissioner Paul Hollien, Jr.
Commissioner James Lister
Commissioner Michael Luongo

c) Resolution No. 2022-046

Consideration of request of the Executive Director to approve the Medford Housing Authority original MRVP State Budget for the fiscal year 10/01/2022 to 09/30/2023 as submitted with this Agenda and subsequent submission to the Department of Housing and Community Development for review and approval.

Upon a motion by Commissioner Lister, duly seconded by Commissioner Luongo, and upon ROLL CALL VOTE, it was unanimously voted to approve the Medford Housing Authority original MRVP State Budget for the fiscal year 10/01/2022 to 09/30/2023 as submitted with this Agenda and subsequent submission to the Department of Housing and Community Development for review and approval.

Ayes

Nays

Commissioner Lossa Janvier
Commissioner Caileen Foley
Commissioner Paul Hollien, Jr.
Commissioner James Lister
Commissioner Michael Luongo

d) Resolution No. 2022-047

Request of the Executive Director to approve Original AMP #1 Operating budget for MA015-001-13-S, as submitted with this Agenda, for Fiscal Year 10/01/2022 – 09/30/2023, and Chair’s signature on HUD Form 52574 indicating Board Certification.

e) Resolution No. 2022-048

Request of the Executive Director to approve Original AMP #2 Operating budget for MA015-002-13-S, as submitted with this Agenda, for Fiscal Year 10/01/2022 – 09/30/2023, and Chair’s signature on HUD Form 52574 indicating Board Certification.

f) Resolution No. 2022-049

Request of the Executive Director to approve Original AMP #3 Operating budget for MA015-003-13-S, as submitted with this Agenda, for Fiscal Year 10/01/2022 – 09/30/2023, and Chair’s signature on HUD Form 52574 indicating Board Certification.

g) Resolution No. 2022-050

Request of the Executive Director to approve the Medford Housing Authority original Operating Budget for the Central Office Cost Center for Fiscal Year 10/01/2022 to 09/30/2023, as submitted with this Agenda, and Chair’s signature on HUD Form 52574 indicating Board Certification.

h) Resolution No. 2022-051

Request of the Executive Director to approve the Medford Housing Authority original Operating Budget for the Section 8 Voucher Program for Fiscal Year 10/01/2022 to 09/30/2023, as submitted with this Agenda, and Chair's signature on HUD Form 52574 indicating Board Certification.

i) Resolution No. 2022-052

Request of the Executive Director to certify that all administrative employees, including the Executive Director, are compensated as salaried employees without benefit of overtime or bonuses being included in said employees' annual compensation.

Upon a motion by Commissioner Luongo, duly seconded by Commissioner Hollien, Jr., and upon ROLL CALL VOTE, it was unanimously voted to collectively approve Budget Resolutions No. 2022-047 through 2022-052.

Ayes

Nays

Commissioner Lossa Janvier
Commissioner Caileen Foley
Commissioner Paul Hollien, Jr.
Commissioner James Lister
Commissioner Michael Luongo

j) Resolution No. 2022-058

Consideration of request by Executive Director to authorize the write off of collection losses for vacated rents to be incorporated in the federal and state operating statements for fiscal year ending September 30, 2022 in the amounts of \$13,082.45 and \$4,596.00 for the federal and state programs respectfully.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Hollien, Jr. and upon ROLL CALL VOTE, it was unanimously voted to approve the authorization by the Executive Director for the write off of collection losses for vacated rents to be incorporated in the federal and state operating statements for fiscal year ending September 30, 2022 in the amounts of \$13,082.45 and \$4,596.00 for the federal and state programs respectfully.

Ayes

Nays

Commissioner Lossa Janvier
Commissioner Caileen Foley
Commissioner Paul Hollien, Jr.
Commissioner James Lister
Commissioner Michael Luongo

k) Discussion – Personnel Policy

Executive Director Jeffrey Driscoll put forth a recommendation to amend the Personnel Policy Sick Leave Buyback, by adding the ability to receive 20% of sick time upon death of an employee.

At this time the Sick Leave Buyback is limited to persons who retire only. The amendment will include deceased employees receive 20% of their sick leave buyback effective October 1, 2022.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Luongo, it was unanimously voted to approve the recommendation of the Executive Director to amend the Personnel Policy to reflect Sick Time Buyback to include death of employee at 20% of accrued sick time.

5. Public Input

No members of the public were in attendance.

Upon a Motion by Commissioner Foley, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to close out Public Input.

6. Executive Director Report

a) Management Reports

In addition to the Management Reports Mr. Driscoll summarized the following:

- Moving to Work Program (MTW) – works with credit bureaus to improve resident’s credit rating.
- Met with Dietz & Co., architect for the Walkling Court redevelopment together with neighborhood and abutters. Resident meetings have been held and additional meetings are scheduled.
- Will be meeting with Mayor for Home Rule Petition.
- Several interviews are being held for plumbing and administrative positions.
- There is an uptick in legal activity for numerous lease violations.

Upon a motion by Commissioner Luongo, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to accept the Executive Director Report.

7. Old Business

a) Resolution No. 2022-053

Consideration of request by the Executive Director to approve a contract to Belko Landscaping of Salem, NH for MHA Job No. 2202, (AMP-1) Tempone Apartments, Site Improvements: Gazebo & Fence Replacement. The total amount of the contract is \$121,900.00.

Upon a motion by Commissioner Luongo, duly seconded by Commissioner Foley, and upon ROLL CALL VOTE, it was voted 3-2 to approve a contract to Belko Landscaping of Salem, NH for MHA Job No. 2202, (AMP-1) Tempone Apartments, Site Improvements: Gazebo & Fence Replacement. The total amount of the contract is \$121,900.00.

Ayes

Nays

Commissioner Lossa Janvier
Commissioner Caileen Foley
Commissioner Michael Luongo

Commissioner Paul Hollien, Jr.
Commissioner James Lister

8. New Business

a) Resolution No. 2022-055

Consideration of request by the Executive Director to approve the submittal of the Resident Service Coordinator (RSC) NOFA Application to DHCD.

Upon a motion by Commissioner Luongo, duly seconded by Commissioner Foley, it was unanimously voted to approve the submittal of the Resident Service Coordinator (RSC) NOFA Application to DHCD.

b) Resolution No. 2022-056

Consideration of request by the Executive Director to approve the Certificate of Substantial Completion with a date 01/12/2022 with the Contractor, Belko Landscaping of Salem, NH. for MHA Job No. 2115, (667-1) Walkling Court, Site Improvements - Gazebo & Fence Installations.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Luongo, and upon ROLL CALL VOTE it was voted 4-1 to approve the Certificate of Substantial Completion with a date of 01/12/2022 with the contractor, Belko Landscaping of Salem, NH for MHA Job No. 2115, (667-1) Walkling Court, Site Improvements – Gazebo & Fence Installations.

Ayes

Nays

Commissioner Lossa Janvier
Commissioner Caileen Foley
Commissioner James Lister
Commissioner Michael Luongo

Commissioner Paul Hollien, Jr.

c) Resolution No. 2022-057

Consideration of request by the Executive Director to approve a contract to North-Eastern Tree Service, Inc. of Cranston, RI for MHA Job No. S-2211, routine & emergency tree trimming & tree removal at various developments. The contract term shall be for three (3) years and not exceed \$225,000.00.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to approve the submittal of the Resident Service Coordinator (RSC) NOFA Application to DHCD.

d) Discussion: Community Preservation Committee

Commissioner Janvier stated there were no updates to report.

10. Adjournment

Upon a motion by Commissioner Hollien, Jr., seconded by Commissioner Foley, it was unanimously voted to adjourn from regular session.

Jeffrey Driscoll
Secretary