



MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A § 20 Act relative to extending certain COVID-19 measures adopted during the state of emergency

Marblehead Housing Authority Board of Commissioners

____ Name of Board/Committee

HYBRID MEETING

Address: One Powderhouse Court, Marblehead, MA 01945, ROOM: Community Room –OR– BY ZOOM

https://us02web.zoom.us/j/83548721038?pwd=OERYaWZzL05tamNUTUxjUlhpSE1RQT09

Passcode: 464847

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Webinar ID: 835 4872 1038

<u>Tuesday</u>	<u>January</u>	<u>16</u>	<u>2024</u>	<u>3:30 pm</u>
Day of week	Month	Date	Year	Time

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

*All the reports and supporting documents related to this meeting can be found on www.marbleheadha.org

1. Roll Call
2. Approval of Minutes of Regular Meeting held on December 19, 2023-**An opportunity for Board members to review the previous meeting minutes, ask questions and vote on the approval of the minutes.**
3. Public/Resident Participation -**An opportunity for resident/public comments/questions of the Board**
4. Report of the Executive Director-**The report summarizes data/activities of the month in all departments of the agency.**
5. Communications-

Modernization Report-shows listing of modernization projects and status of the work

Work Order Report-shows the completed and uncompleted work orders for the previous month performed by the Maintenance Department

Move in Move Out Report-shows how many people have vacated units and how many people have moved into units in the agency portfolio of housing units

Vacancy Report-Shows how many vacancies exist in the agency portfolio of housing units and the status of those vacant units regarding repair and refurbishment

State-wide waitlist Data Report-shows how many housing applications have been pulled in the past month and how many applications resulted in housing unit offers

Service Coordinator Report- shows data on how many residents were given services coordination and referrals to support services and how many referrals were made to the Service Coordinator the past month.

6. Items from Commissioners -**An opportunity for the Board members to raise any ideas, concerns or questions**
7. Report from Committees -**The only committee at the Marblehead Housing Authority currently is the Resident Engagement Committee. This committee will provide any updates on new engagement activities or events for residents since the last meeting.**
8. New Business Items that Involve Discussion by the Board or Votes
 - a. Board Vote-Vendor Payment Bills for period ending December 31, 2023-**a summary of the vendor payments made the previous month for the Board to review and ask questions/approve**
 - b. Board Vote-Statement of Expenses and Revenues as prepared by Fenton, Ewald and Associates for period ending November 30, 2023-**financial statements from the Marblehead Housing Authority Fee Accountant summarizing the financial status of the agency for Board questions/approval**
 - c. Board Vote-Marblehead Housing Authority Repayment Agreement Policy-**An opportunity for the Board to review a formal policy that incorporates the steps used to form a repayment agreement with a tenant that is in rental arrears.**
 - d. Board Vote-Collection of Write offs and Losses Through 12/31/2023-**Board may consider a vote to write off uncollected debt as per the state guidelines per each quarter.**
 - e. Board Vote-Contract for Financial Assistance (CFA) Amendment in the amount of \$172,399.00 for additional Targeted Formula funding, American Rescue Plan Act (ARPA) for the update of federal pacific panels.-**Board may consider a vote to accept additional funding from the State to put toward an electrical panel update project.**
 - f. Board Discussion-Marblehead Housing Authority Board of Commissioner By-Laws-**a discussion to continue from last month on the amendment of the By-Laws**
 - g. Board Discussion-Legal Opinion on Marblehead Housing Authority creating a Flag Policy-**a discussion on creating a policy to manage the types of flags allowed to be hung on Marblehead Housing Authority property.**
 - h. Adjournment-Ending of the Meeting

Hybrid Meeting Notice: Members of the public are welcome to attend this in-person at the community room of Powderhouse Court, One Powderhouse Court, Marblehead MA 01945 or by the remote zoom connection provided. Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Jenn Schaeffner

Posted by: Cathy Hoog

Date: January 9, 2024