

**ESSEX HOUSING AUTHORITY  
#1 Office, Chebacco Terrace  
Essex, MA 01929**

**NOTICE OF OPEN TOWN APPOINTED TENANT BOARD MEMBER SEAT**

August 19, 2024

Dear Tenant:

This notice is to inform you that the Town of Essex is soliciting names for consideration to fill the Town Appointed Tenant Board Member seat of the Essex Housing Authority. Pursuant to changes made to M.G.L. Ch. 121B, §§ 5 & 5A by Chapter 358 of the acts of 2020, "An Act Enabling Partnerships for Growth," Towns are now required to appoint a tenant of the Local Housing Authority ("LHA") to the LHA Board. This position is known as the Town Appointed Tenant Board Member Seat.

The Board is the governing body of the LHA which is responsible for adopting policy, approving contracts, budgets, and annual plans, and hiring and overseeing an Executive Director to run the day-to-day operation of the LHA. The Board acts by a majority of votes which are cast by Board members at open meetings.

As a Tenant Member of the LHA Board, you will receive training provided by the Executive Office of Housing and Livable Communities (EOHLC) as well as other training that may be required for public officials by law. EOHLC partners with the Mel King Institute which provides a comprehensive overview of the role of tenant board members and the operations of LHAs in a three-hour training. This is then followed up with the opportunity to participant in ongoing trainings throughout the year on topics such as:

- Role of LHA Board and EOHLC
- LHA Budgets
- Capital Improvement Plan (CIP)
- Annual Plans
- Performance Management Reviews (PMR)
- State-wide online tenant selection system (CHAMP)

In addition, the Mel King Institute offers opportunities for Tenant Board Members to connect with one another and share experiences and questions in unstructured peer-to-peer learning sessions.

**ATTACHMENT B – LHA Notice to Tenants (LHA)**

**NOTICE OF OPEN TOWN APPOINTED TENANT BOARD MEMBER SEAT**

If you or an adult authorized household member wishes to be considered for the Town Appointed Tenant Board Member Seat, you must fill out the attached “Notice of Intent to be considered by Town Appointed Board Member Seat” and return it to the Acting Town Clerk at the following Address:

Acting Town Clerk  
Essex Town Hall  
30 Martin Street  
Essex, MA 01929

**PLEASE NOTE:** In order to be considered for the LHA Town Appointed Board Member Seat, you must fill out the attached form and return it to the Town Clerk at the above address no later than **9/18/2024**.

If you have questions about this Notice, the accompanying Notice of Intent to be considered by Town Appointed Board Member Seat, or the Town Appointed Tenant Board Member Seat generally, please contact the LHA with questions.

Sincerely,

Essex Housing Authority

Enc. Notice of Intent to be Considered by Town Appointed Board Member Seat

**ATTACHMENT C: Tenant Form to Submit Name to Town for Consideration**

**NOTICE OF INTENT TO BE CONSIDERED FOR TOWN APPOINTED  
BOARD MEMBER SEAT**

Date: \_\_\_\_\_

Dear Town Clerk:

Please accept this Notice as my intent to be considered for the Town Appointed Tenant Board Member seat of the Essex Housing Authority.

I am providing you with the following information for your consideration:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TENANCY TYPE: (Circle One)

**State-Aided Public Housing**

Federally Subsidized Public Housing

Section 8 Housing Choice Voucher

Massachusetts Rental Voucher Program

Alternative Housing Voucher Program

Other

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

If you need additional information, do not hesitate to contact me using the information provided above.

Sincerely,

\_\_\_\_\_

Tenant, Essex Housing Authority