

Wakefield Housing Authority
26 Crescent Street
Wakefield, MA 01880
781-245-7328
www.wakefieldhousing.org

February 22, 2024

Dear Resident:

This notice is to inform you that the Wakefield Housing (WHA) intends to update its Grievance Procedures to align with that for a Housing Authority without a local tenant organization that uses a single hearing officer. All procedures are taken from the Department of Housing and Community Development's (now Executive Office of Housing and Livable Communities) Model Grievance Procedures. The WHA also intends to appoint a Hearing Officer.

Nomination of Hearing Officer

The WHA has nominated Melissa Maniscalco to serve as the WHA's Hearing Officer for a term of seven years. A copy of her resume is attached. Within thirty (30) days after the posting of a nomination ten or more tenants may disapprove the nominee by giving signed written notice to the WHA. If you wish to disapprove, your notice of disapproval shall include the specific reason(s) why you disapprove of the nominee. In the absence of a disapproval, the nominee shall become a Hearing Officer upon written acceptance mailed or delivered to the WHA which will then post notice thereof.

Comments as to Grievance Policy Updates

You have the right to comment on the Grievance Procedures. The Grievance Procedure is on file at the WHA and is also posted on bulletin boards intended for notice of general interest to tenants and the WHA website at wakefieldhousing.org. If you would like to view a copy please call 781-245-7324.

If you would like to submit any comments as to the Grievance Procedures or to disapprove of the WHA Hearing Officer appointment you may do so making submissions to Maureen Hickey, Executive Director at the address on this letterhead. Comments and/or nomination disapprovals are due 30 days from the date of this notice.

If you are a person with a disability under applicable law you may request a reasonable accommodation from the WHA.

Sincerely

Maureen Hickey

Maureen Hickey
Executive Director

Attachments: Language Advisory