

2017 OCT 17 PM 2:32

MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting

Town Hall, Room 1

October 17, 2016

1. Attendance: The attendance was taken at 5:30 P.M. Commissioners Donna Brescia, Charles R. Lavery, III, Gloria Leipzig, Anne Mahon and Tommasina Olson were present. Also present was Donna Hamilton.

2. Open Forum: There was no discussion under Open Forum this month.

3. Reading and Approval of the Minutes of the Meetings:

-July 18, 2016 Regular Meeting: A motion was made by Anne Mahon, seconded by Gloria Leipzig, to approve the Minutes of the July 18, 2016, Regular Meeting. The vote was unanimous (5).

4. Bills and Communications:

Revolving Fund: Checks #3926 through #4010: A motion was made by Gloria Leipzig, seconded by Charles Lavery, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (5).

4001:

AHVP: Check #129: A motion was made by Gloria Leipzig, seconded by Anne Mahon, to approve the check on the AHVP Warrant. The vote was unanimous (5).

689-1:

Section 8: Check #3963: A motion was made by Gloria Leipzig, seconded by Anne Mahon, to approve the check on the Section 8 Warrant. The vote was unanimous (5).

5. Executive Director's Report:

6. Agenda Items for Board Vote:

1. Vote to Approve Waverley Oaks Paving Change Order #1: A motion was made by Anne Mahon, seconded by Charles Lavery, to approve Waverley Oaks Change Order #1 to provide additional drainage at Waverley Oaks Apartments. The vote was unanimous (5).

7. Report of Committees:

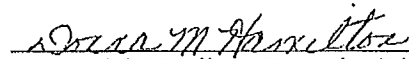
1. Belmont Housing Trust: The board acknowledged the upcoming meeting of the Belmont Housing Trust to discuss development opportunities within the Town.
2. Community Preservation Committee: The board discussed that the preliminary application for the Belmont Housing Authority had been approved and that the authority would obtain a letter of support from the Belmont Council on Aging and the Department of Housing and Community Development.

8. Unfinished Business:

1. Status of Maintenance Work Orders/Annual Inspections: The Director confirmed to the board that the inspections for Belmont Village had been conducted in July and August of 2016; the inspections for Sherman Gardens Apartments had been conducted in September of 2016; and that the inspections for Waverley Oaks Apartments had been conducted in November of 2016.
2. Contract for Public Housing Redevelopment Consultant: A motion was made by Anne Mahon, seconded by Charles Laverty, to approve the Contract for the Public Housing Redevelopment Consultants. The vote was unanimous (5).
3. Community Preservation Application: Previously discussed under Report of Committees.
4. Update on Rent Redeterminations: The update on Rent Redeterminations will be provided to the board by the bookkeeper who will be conducting the rent redeterminations.
5. Update on Tenant Accounts Receivable: The update on Tenant Accounts Receivable will also be provided by the Bookkeeper.
6. New Computer Software: The Director will ask Rick Fenton for advice.
7. Meeting with Sherman Gardens Residents: Discussion of the meeting with Sherman Gardens residents about the CPA application. The residents asked to have issues addressed including residents who no longer seem to live there, roofing issues, pot holes, window washing and drafts with ACs.
8. Meeting with Housing Consultants: The board discussed the need to schedule a special meeting with the housing consultants on development.
9. Late Redeterminations: Many elderly resident redeterminations will be missed in 2016.

9. New Business:

1. Certifications for Quarterly Operating Statements: The board reviewed the Certifications for signing at the November 2016 meeting.
  2. Board Secretary: The board discussed the need for a secretary to take Minutes of the meetings and will ask the League of Women Voters.
  3. Employee Benefits and Salary Information: The board asked for benefits and salary information for employees.
  4. Board Roles: Discussion of Board roles based on NAHRO newsletter information.
  5. Request for Monthly Reports: Request for Monthly Reports on the following:
    - Fiscal --- Rick's budget to actual
    - Work Order Summary
    - Rent Delinquencies
    - Vacancies
    - Rent Redeterminations
    - Annual Unit Inspections
  6. Meeting with Union Attorney: Donna will ask the BHA Union Attorney to meet with the board to discuss the issue of a worker refusing to take the beeper.
10. Next Meeting: The board agreed that the next regular meeting will be held on November 21, 2016 at 5:30 p.m. in the Town Hall. The board further proposed some dates for a special meeting with the Union Attorney for the Belmont Housing Authority.
11. Adjournment: A motion was made by Charles Laverty, seconded by Anne Mahon, to adjourn the regular meeting at 7:20 p.m. The vote was unanimous (5).

  
Donna M. Hamilton, Executive Director

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