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MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting

59 Pearson Road

January 30, 2017

1. Attendance: The attendance was taken at 5:30 P.M. Commissioners Donna Brescia, Charles R. Lavery, III, Anne Mahon, Gloria Leipzig 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:

4. Bills and Communications:

Revolving Fund: Checks #4079 through #4142: A motion was made by Gloria Leipzig, seconded by Anne Mahon, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (3).

4001:

AHVP: Check #132: A motion was made by Gloria Leipzig, seconded by Anne Mahon, to approve the check on the AHVP Warrant. The vote was unanimous (3).

689-1:

Section 8: Check #4131: A motion was made by Gloria Leipzig, seconded by Anne Mahon, to approve the checks on the Section 8 Warrant. The vote was unanimous (3).

5. Executive Director's Report:

1. MOA: The board agreed that dhcd should sign the agreement prior to the authority. The board further agreed that the employee compensation would be in the form of cash rather than compensatory time and that the grievance would be scheduled with the Belmont Housing Authority Union Attorney. Proposed dates included February 6<sup>th</sup> and February 8<sup>th</sup>.

6. Agenda Items for Board Vote:

1. Vote to Approve Contract for Waverley Oaks Air Source Heat Pumps: A motion was made by Gloria Leipzig, seconded by Anne Mahon, to approve the contract for the Waverley Oaks Air Source Heat Pumps to the low bidder, Performance Plumbing & Heating, Inc. in the amount of \$142,880.00. The vote was unanimous (5).
2. Vote to Approve Belmont Village Wiring Certificate of Final Completion: A motion was made by Gloria Leipzig, seconded by Anne Mahon, to approve the Belmont Village Wiring Certificate of Final Completion for Losordo Electrical Services, Inc. The vote was unanimous (5).

7. Report of Committees:


1. Belmont Housing Trust: The Belmont Housing Trust is currently reviewing a housing production plan and there will also be a public meeting with the Board of Selectmen.
2. Community Preservation Committee: The authority is presently reviewing the possible redevelopment of Sherman Gardens Apartments.

8: Unfinished Business:

1. Tenant Rent Redeterminations: The authority agreed to hire a consultant to assist with the rent redeterminations this year.
2. Tenants Accounts Receivable: It was agreed that the Bookkeeper would send late notices by Friday, February 3, 2017.
3. Housing Consultants Monthly Update: The board agreed that a monthly update would be included in the agenda. A meeting will be scheduled to discuss the current status of the proposed redevelopment.
4. Budgets: The board requested that they receive the budgets prior to the annual budget meeting and that the Fee Accountant provide budget to actual reports on a monthly basis.

9. New Business:

1. Affordable Housing Application Process
  2. Ethic Disclosure: A motion was made by Gloria Leipzig, seconded by Anne Mahon, that the Belmont Housing Authority Board is aware of a potential Conflict of Interest in that Commissioner Charles R. Lavery, III is presently serving on two (2) boards. The vote was unanimous (4). Commissioner Charles R. Lavery, III abstained from voting.
  3. Board Information: Commissioner Gloria Leipzig requested information concerning housing inspections, personnel policies, budget to actual reports from Rick Fenton, and policies concerning a tenants' primary residence and air conditioners at Belmont Village.
10. Next Meeting: The board agreed that the next regular meeting will be held on February 27, 2017 at 5:30 p.m. at the main office located at 59 Pearson Road.
11. Adjournment: A motion was made by Anne Mahon, seconded by Gloria Leipzig, to adjourn the regular meeting at 7:10 p.m. and that the board would convene in executive session and not return to open session.

  
Donna M. Hamilton, Executive Director

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