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MINUTES

BELMONT HOUSING AUTHORITY

Special Meeting

59 Pearson Road

April 10, 2017

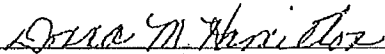
1. Attendance: The attendance was taken at 5:40 P.M. Commissioners Charles R. Lavery, III, Tommasina Olson, Anne Mahon, Gloria Leipzig and Donna Brescia were present. Also present was Donna Hamilton.
2. Open Forum: There was no discussion under Open Forum this month.
3. Reading and Approval of the Minutes of the Meetings:
 - February 27, 2017 Regular Meeting: The Minutes of the February 27, 2017 Regular Meeting were tabled until the next board meeting.
4. Bills and Communications:
 - Revolving Fund: Checks #4234 through #4292: A motion was made by Tommasina Olson, seconded by Anne Mahon, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (5).
 - 4001:
 - AHVP: Check #134: A motion was made by Tommasina Olson, seconded by Anne Mahon, to approve the check on the AHVP Warrant. The vote was unanimous (5).
 - 689-1:
 - Section 8: Check #4250: A motion was made by Tommasina Olson, seconded by Anne Mahon, to approve the checks on the Section 8 Warrant. The vote was unanimous (5).
5. Executive Director's Report:
6. Agenda Items for Board Vote:
7. Report of Committees:
 1. Belmont Housing Trust: There will be a meeting on April 27, 2017 at 7:00 p.m. at the Beech Street Center to review the Housing Production Plan.
 2. Community Preservation Committee: The Warrant Committee Meeting is on April 24, 2017 at 7:00 P.M.

8. Unfinished Business:

1. Tenant Rent Determination: The Director will contact dhcd with regard to the late rent redeterminations and also to request information concerning the process for determining rents on a monthly basis.
2. Tenant Accounts Receivable: The board reviewed the tenant accounts receivable that were lower in comparison to the previous month.
3. Monthly Fiscal Report: The board requested that the monthly financial reports would include more detailed budget to actual expenses.
4. RCAT Vendor Pricing: RCAT has indicated that they will be obtaining vendor prices for public housing authorities but the date has not yet been established.
5. Personnel Policy for Sick and Vacation Time: The board will review copies of the Personnel Policy for Sick and Vacation Time at the next meeting. The Director will email copies of the existing policy to the board.
6. Sherman Gardens Tenant Issues: The Board will review the policy concerning the primary residence for tenants; the Director will find out the cost of air conditioner covers; the board discussed that the rent redeterminations may be conducted in person in the future.
7. Tenant Survey: The Board will review the tenant survey at the next meeting.
8. Belmont Village Air Conditioner Policy: A motion was made by Anne Mahon, seconded by Charles Laverty, to approve the Belmont Village Air Conditioner Policy. The vote was unanimous (5). A copy of the policy will be sent to all Belmont Village tenants.
9. Housing Consultant Monthly Update: No further discussion this month.
10. Affordable Housing Application: Tommasina Olson will review the application process and update the board.
11. Primary Residency Policy: The board will discuss at the next meeting.
12. Rent Collection Policy: The board will discuss at the next meeting.
13. Monthly Recap: The Monthly Recap was reviewed.
14. Computer Software: The purchase of new computer software will also be coordinated with the Fee Accountant.

9. New Business:

1. *Little Library*: The board discussed the cost of providing a "Little Library" at all three developments.
10. Next Meeting: The board agreed that there will be a Special Meeting on March 10, 2017 with the Boston Architectural College at 8:00 P.M. and that the next Regular Board Meeting will be held on April 24, 2017 at 5:30 P.M.
11. Adjournment: A motion was made by Gloria Leipzig, seconded by Anne Mahon, to adjourn the special meeting at 7:05 p.m. for the purpose of meeting in executive session to discuss union negotiations and that the meeting would not reconvene in open session. The vote was unanimous (5).


Donna M. Hamilton, Executive Director

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