

MINUTES
BELMONT HOUSING AUTHORITY

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TOWN CLERK
BELMONT, MA

Regular Meeting

59 Pearson Road

January 28, 2019 AUG 28 PM 3:44

Meeting was called to order by Chair Olson at 5:00 P.M.

1. Attendance: The attendance was taken. Commissioners Tommasina Olson, Charles R. Lavery, III, Gloria Leipzig, Anne Mahon, and Gloria Leipzig were present. Also present was Jaclyn Martin, Executive Director.
2. Open Forum: None
3. Report of Committees:
 - a. **Belmont Housing Trust**: Commission Leipzig provided the following report:

Proposal for McLean. McLean teamed up with developer of condo in the back to propose 34 townhouses and approximately 70 one-bedroom and two-bedroom apartments in four story buildings.

Housing trust is proposing changes to inclusionary zoning bylaw in two ways:

 - 1) Change "forty or more" to "twenty or more" for 15% affordable.
 - 2) Looking to take out the 10% affordability for mixed use, and instead base percentage on unit count.

The Housing Trust will be proceeding thru planning board, public meetings and then town meeting.
 - b. **Community Preservation Committee**: None.
 - c. **Council on Aging**. Commissioner Olson provided the following update: Portable steps for pool are available.
4. Approval of the Minutes:
 - a. **December 17, 2018 Regular Meeting**.

Motion by Commissioner Leipzig to accept and place on file the minutes of the December 17, 2018 Regular Meeting.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (5)

Motion declared passed.
5. Fee Accountant Report
 - a. **Monthly Fiscal Report. Month ending December 31, 2018**.

After review and discussion, the board made the following motion:

Motion by Commissioner Mahon to accept and place on file the Monthly Fiscal Report for period ending December 31, 2018.

Motion seconded by Commissioner Leipzig.

Vote: Unanimous. (5)

Motion declared passed

b. Monthly Fiscal Report. Quarter ending December 31, 2018.

After review and discussion, the board made the following motion:

Motion by Commissioner Mahon to accept and place on file the Monthly Fiscal Report for period ending December 31, 2018.

Motion seconded by Commissioner Lavery.

Vote: Unanimous. (5)

Motion declared passed

c. Modernization Report. Quarter ending December 31, 2018.

After review and discussion, the board made the following motion:

Motion by Commissioner Mahon to accept and place on file the Monthly Fiscal Report for period ending December 31, 2018

Motion seconded by Commissioner Leipzig.

Vote: Unanimous. (5)

Motion declared passed

6. Vendor report

The Board reviewed the check register and vendor list. After brief discussion,

Motion by Commissioner Brescia to accept and place on file the December 2018 check register for the revolving fund, 400-1, AHVP, 689-1, and section 8.

Motion seconded by Commissioner Lavery.

Vote: Unanimous (5).

Motion declared passed.

7. Executive Director's Report:

Report. Commissioners were provided a written report in advance of the meeting. Additionally, the following verbal report was provided:

- *Watertown Savings.* No longer drawing on Watertown account. Accounts are still open as we continue to go back and forth with Watertown to get refund for the fraudulent check.
- *Annual Report.* Board discussed recap of last year, completed capital improvements, smoke free policy, free libraries, continued cooperation of other depts and town committees. Board set goals for the next year include Sherman gardens redevelopment, cameras, and continued cooperation of other depts and town committees.
- *Development lighting.* We have spoken with the light department on how to increase lighting in our development. We have reached out to community development to discuss further.
- *Microgrant.* Non-competitive grant opportunity. We would like to use the money to create a guest speaker series/coffee hour to help fight against isolation and depression. We would also like to see a family block party type safety event with police fire nutrition and other community vendors.

- Commissioner Leipzig inquired about a resident service coordinator. The Executive Director had reached out to DHCD explaining that BHA has significant need and interest, but was informed that there is no funding available.
- Commissioner Brescia suggested looking at Grants.gov. Commissioner Leipzig suggested a social worker intern. Executive Director informed the Board that she and COA's Director have briefly discussed some type of collaboration for this, but will revisit it.
- Executive Director mentioned that she has had multiple conversations with Belmont's Veteran Services coordinator and has offered community room space for them to hold vet coffee hours, etc. with our residents.

AUP. We cleared all but two deficiencies. The biennials were a timing issue from the previous year. The contract register has been addressed. We do not anticipate the findings to be an issue in next year's audit. The board was reminded that findings can still be possible because of timeline.

PMR. The Performance Management Review is a two-part audit.

1. *Desk audit.* Our Housing Management Specialist performed an audit of our program administration and provided a report without considering the first quarter because it was 'late'. The housing authority is not able to submit until we have an approved budget, and our budget was not approved until two months into the next fiscal year.
2. *Field audit.* Facilities Management staff performed an audit of our maintenance procedures and physical inspection of properties and units. Maintenance cleared 6 of the deficiencies from the last review. We continue to work on the remaining deficiencies, some of which are significant.

Executive Director advised that next year the PMR will be published on our website next year, as it will be a publishing year.

Executive Director noted that we continue to work on AUP and PMR findings to better serve our residents.

Champs. Potentially 200,000 duplicate applications exist state wide, and an estimated 200 to 400 emergencies at the top of every housing authorities waitlist. DHCD is requiring that each housing authority must qualify emergencies and make individual decisions to the emergency status of applicants even if they come up on other housing authority waitlist for the same emergency. This affects our ability to fill vacancies. We expect in the future they will approve vacancy waivers, but more importantly we are looking forward to filling vacancies.

Water meters. Water department came out and replaced our readers. They conducted energy audits on extraordinary water usage. Both the water department and BHA are tracking water usage.

Recap. The Executive Director provided a written recap in advance of the meeting and briefly discussed TARS, work orders, and recertifications.

Outstanding work orders are higher than in the past months. BHA is following DHCD requirements of handling the vacancies and emergencies prior to routine and preventative items. Additionally, attendance plays a role. Executive Director will look in a way to better report work orders.

Modernization Report. Executive Director briefly went over the modernization update that was provided in the written report and provided the additional updates:

Belmont Village. Fish 026056. Exterior stairs repair (667-1 & 200-1). Project is expected to do the entire Sherman Gardens parking lot, significant walks and the curbing. It will also address the safety issues with stairs and railings. The distribution panel for Sherman Gardens will be included in the project which takes \$100,000 from this project.

Redevelopment Update

The consultants are signing the contract and doing their due diligence. They will be attending the February board meeting to meet the board and provide an anticipated timeline.

Motion by Commissioner Lavery to accept and place on file the Executive Director report.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (5)

Motion declared passed.

Note: Commissioner Olson stepped out of meeting.

8. Agenda Items for Board Vote.

- a. Consideration of Capital Improvement Plan FY 20 – FY24.

After brief discussion,

Motion by Commissioner Brescia to approve Capital Improvement Plan for FY 2020-2024 as presented.

Motion second by Commissioner Leipzig.

Vote: Unanimous. (4)

Motion declared passed by Vice Chair Lavery.

Note: Commissioner Olson rejoined meeting.

- b. Consideration of Invoice #2 for Terry Dumas in the amount of \$900.00 for contract negotiations.

After brief discussion,

Motion by Commissioner Brescia to approve Invoice #2 for contract negotiations by Terry Dumas.

Motion second by Commissioner Lavery.

Vote: Unanimous. (5)

Motion declared passed.

- c. Consideration of modification to existing contract with Terry Dumas up to \$9,950.00 for consulting services.

After brief discussion,

Motion by Commissioner Brescia to modify existing contract with Terry Dumas to an amount not to exceed \$9,950.00 for consulting services.

Motion second by Commissioner Lavery.

Vote: Unanimous. (5)
Motion declared passed.

- d. Consideration of awarding service contract for website design, including logo and letterhead.

After brief discussion,

Motion by Commissioner Brescia to authorize BHA to award service contract for website design, including logo and letterhead to PHA-Web.

Motion second by Commissioner Lavery.

Vote: Unanimous. (5)
Motion declared passed.

9. Unfinished Business:

- a. *Personnel Policy.* The Board held a special meeting on December 12, 2018 for purposes of discussing the personnel policy. Attorney Pender has not provided the policy with the changes reflected.

- b. *Union Negotiations.* Negotiations resumed.

10. Executive Session to discuss strategy with respect to collective bargaining.

Chair Olson declared that discussion of strategy with respect to collective bargaining would be detrimental to the housing authorities position if the discussion was held in open session. Chair Olson then declared that the Board would adjourn from executive session.

Roll call vote to enter into Executive Session to discuss strategy with respect to collective bargaining:

Commission Lavery - Yes
Commission Leipzig - Yes
Commissioner Brescia - Yes
Commissioner Mahon - Yes
Commissioner Olson - Yes

Board entered Executive Session at 6:16 P.M.

Recalled open session at 6:28 P.M.

Commissioner Brescia made a motion to cease using Attorney Pender for the personnel policy and for the policy to be completed by the Executive Director.

Motion seconded by Commissioner Lavery.

Vote: Unanimous (5)
Motion declared passed.

11. Next Meeting. February 25, 2018 at the BHA main office.

12. Adjournment.

A motion was made at 6:28 P.M. by Commissioner Brescia, seconded by Commissioner Mahon, to adjourn the regular meeting.

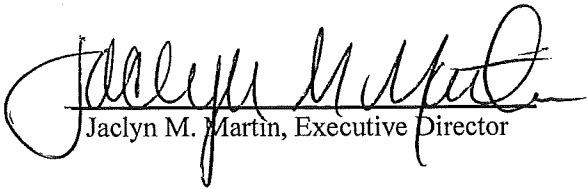
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Vote: Unanimous. (5)
Motion declared passed.

A true copy


Jaclyn M. Martin, Executive Director