

MINUTES
BELMONT HOUSING AUTHORITY

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BELMONT, MA

Regular Meeting

59 Pearson Road

February 25, 2019

2019 AUG 28 PM 3:44

Meeting was called to order by Vice-Chair Laverty at 5:00 P.M.

1. Attendance: The attendance was taken. Commissioners Charles R. Laverty, III, Donna Brescia, Gloria Leipzig, Anne Mahon, were present. Also present was Jaclyn Martin, Executive Director. Eliza Datta, Leonardi Aray, Mary Penta, Cassandra Page and Barbara O'Leary. Commissioner Tommasina Olson was absent.
2. Open Forum: Moved to end of meeting.
3. Presentation by Redevelopment Consultants Leonardi Aray Architects and E3 Development LLC.

About 18 months ago, the BHA received a Community Preservation grant to investigate redevelopment of Sherman Gardens, to see what could be done to make the site more accessible. Sherman Gardens is an elderly disabled development with 40 units requiring a set of stairs to access.

Leonardi Aray and E3 Development presented a draft workplan for what will be happening over the coming months. February to April interview with stakeholders, including continuing to work with Executive Director, residents, Belmont League of Women Voters, Council on Aging and town planning staff, with a presentation to the planning board at some point and time.

Eliza, of E3 development, will investigate the funding options and will approach DHCD to keep them involved. Eliza noted that Sherman Gardens is a state property with limited funding resources by DHCD. She will look at what the available options are thru a financial analysis, as well as on the capital side whether it would be to the BHA benefit to build, rebuild, or renovate.

The consultants plan to keep DHCD closely involved from the beginning to build invested interest and excitement for what the BHA ultimately decides for the site, with the hope that DHCD will support with the resources needed when the time comes. Eliza noted that DHCD is interested in production of units, including adding additional family housing units, so part of the analysis will be to see if we can add units.

The analysis will also discern the need for both elderly and family housing units.

Leonardi summed up that they will continue to work on the basic info and will report back to board. This information will help show what options are available. It is the consultant's expectation that by early summer they will begin to outline scenarios and hope to narrow down by late summer early fall to begin proceeding with concept.

4. Report of Committees:

- a. **Belmont Housing Trust:** Commission Leipzig provided the following report:

Proposal for McLean. HT putting forth and working group and going to planning groups.
Pushing for more affordable units.

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 in May.

b. **Community Preservation Committee:** None.

c. **Council on Aging:** None.

5. **Approval of the Minutes:**

a. **January 28, 2019 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. (4)

Motion declared passed.

6. **Fee Accountant Report**

a. **Monthly Fiscal Report. Month ending January 31, 2019.**

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

Motion by Commissioner Brescia to accept and place on file the Monthly Fiscal Report for period ending January 31, 2019.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (4)

Motion declared passed

Accountant also provided breakdown of sundry account.

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 January 2019 check register for the revolving fund, 400-1, AHVP, 689-1, and section 8.

Motion seconded by Commissioner Mahon.

Vote: Unanimous (4).

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:

- TARs. We continue to see improvement due to combination of ACH, the housing manager doing a great job of working with residents and having cleaned up the ledger, so we are able to address outstanding balances swiftly.
- CHAMP project. DHCD has instructed all housing authorities to qualify those who are claiming emergencies. BHA has approximately 750 applicants claiming emergencies. Significant tasks, plan to bring in staff from other agencies to help qualify and will outsource some of the copying to Staples. These emergencies also impact ability to fill vacant units.
- RECAP. Executive Director is still trying to identify the best way to report workorders to the Board.
- Request by Police Chief McLaughlin regarding access thru parking lot. (See 8(a). Agenda Items for Board Vote).
- Maintenance supervisor has provided notice of retirement, thru the end of March.
- Website. Working with PHA web on website.

Motion by Commissioner Brescia to accept and place on file the Executive Directors Report.

Motion seconded by Commissioner Leipzig.

Vote: Unanimous. (4)

Motion declared passed

8. Agenda Items for Board Vote.

- a. Consideration of Belmont Police Department Request to Allow Temporary Access to Emergency Vehicles thru Parking Lot.

The Belmont Police Department, thru Chief McLaughlin, requested permission to take down fence and create a temporary access for authorized police vehicles thru parking lot at Belmont Village. Belmont DPW would take down the fence and replace it once access was no longer needed.

Motion by Commissioner Leipzig to allow temporary access to emergency vehicles thru rear of parking lot.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (4)

Motion declared passed.

8. Unfinished Business:

- a. *Personnel Policy.* None.
b. *Union Negotiations.* None.

10. Executive Session to discuss strategy with respect to collective bargaining. None.

2. Open Forum:

Ms. O'Leary. Question about frequency of the emergency vehicles thru parking lot.

Executive director responded that there is no limitation being placed, but that it's her understanding that this is one of a few options for exiting. In addition, it will bring better lighting, no sirens, added benefit of being in development more

Ms. O'Leary noted that there are potholes at the entrance of the parking lot but was not sure if it was BHA or Town property. Executive Director said she would address it with maintenance and/or town.

Ms. Page inquired about the replacement of the maintenance supervisor. Executive Director stated that the BHA will be looking into options, including restructuring, and that no determination has yet been made.

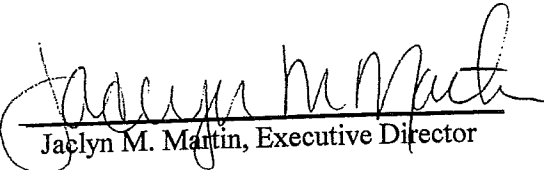
11. Next Meeting. (anticipated) March 18, 2018 at the BHA main office.

12. Adjournment.

A motion was made at 6:08 P.M. by Commissioner Brescia, seconded by Commissioner Mahon, to adjourn the regular meeting.

Vote: Unanimous. (4)

Motion declared passed.


Jaclyn M. Martin, Executive Director

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