

MINUTES
BELMONT HOUSING AUTHORITY

RECEIVED
TOWN CLERK
BELMONT, MA

Regular Meeting

59 Pearson Road

May 30, 2019

2019 AUG 28 PM 3:45

Meeting was called to order by Chair Brescia at 6:09 P.M.

1. Attendance: The attendance was taken. Commissioners Donna Brescia, Charles R. Lavery, III, Gloria Leipzig, and Cassandra Page were present. Also present was Jaelyn Martin, Executive Director. Emily LaMacchia Housing Manager, and housing authority residents/members of the public. Commissioner Anne Mahon was absent.
2. Open Forum: Chair Brescia opened the floor for public comment and welcomed the resident input. The following comments we made:

Chair Brescia reminded the audience the role of the Board is to set policy, and the Board appreciates input.

Chair Brescia read the following from 760 CMR 6.09 (4)(C) LHA Board Meetings. "The agenda for every meeting of the LHA shall provide a reasonable opportunity for residents to be heard on agenda items so long as the agenda items directly bear on common rights, duties or interests of tenant and/or household members and not on grievable matters regarding individual tenants. Matters concerning individual tenants must follow the LHA's Grievance Procedure established pursuant to 760 CMR 6.08." Chair Brescia mentioned that we are working on updating the grievance procedure, that will be shared with residents.

3. Report of Committees:

Commission Leipzig provided the following updates:

- a. Belmont Housing Trust. BHT continues to try and work on some ideas for the McClean Redevelopment, which will be their focus for the foreseeable future. Developer may be making new proposals at next town meeting and the BHT wants to work with the developer to come up with a plan for more affordable housing.
- b. Community Preservation Committee. Received funding to investigate redevelopment of Sherman Gardens, which is ongoing right now. Community Preservation Committee will be looking at new applications in September. If the BHA wants to propose a new project, essentially, we need to look at projects that will create housings, and we will need to submit a preliminary application before the end of September. Commissioner Leipzig would like to discuss with the Board and residents in June or July at looking at submitting a proposal for Belmont Village, including improvements to existing apartments and to create additional housing on the site. If there is interest, the BHA can pursue a preliminary application.

4. Approval of the Minutes:

- a. **February 25, 2019 Regular Meeting.**

Motion by Commissioner Lavery to approve the February 25, 2019 Regular Meeting minutes.
Motion seconded by Commissioner Leipzig.
Vote: 3-0, 1 abstention.
Motion declared passed.

b. March 27, 2019 Regular Meeting

Motion by Commissioner Lavery to approve the March 27, 2019 Regular Meeting minutes with the revision to agenda item 8.

Motion seconded by Commissioner Leipzig.

Vote: 2-0, 2 abstentions.

Motion declared passed.

c. April 22, 2019 Annual Meeting

Motion by Commissioner Lavery to approve the April 22, 2019 Annual Meeting minutes of elected officers.

Motion seconded by Commissioner Leipzig.

Vote: Unanimous (4)

Motion declared passed.

d. April 22, 2019 Regular Meeting

Motion by Commissioner Lavery to table Approval of the Minutes to April meeting.

Motion seconded by Commissioner Leipzig.

Vote: Unanimous (4)

Motion declared passed.

Commissioner Page noted that Board Minutes since July of 2017 have not been posted on the town website and motioned to have minutes be submitted to the town website.

Motion seconded by Commissioner Leipzig.

Vote: Unanimous (4)

5. Fee Accountant Report

a. Monthly Fiscal Report. Month ending April 30, 2019.

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

Motion by Commissioner Lavery to accept and place on file the Monthly Fiscal Report for period ending April 30, 2019.

Motion seconded by Commissioner Page.

Vote: Unanimous. (4)

Motion declared passed

Open Forum.

Residents expressed concern of traffic in the Belmont Village neighborhood, and desire to add speed bumps and widen the road. Asked the Board to support a petition that they intended to circulate.

A resident also inquired about the street signs to be sure its clear to drivers. Commissioner Lavery recommended that these suggestions be taken up collectively instead of piecemealed.

Residents expressed concern about policy changes. Chair Brescia and Commissioner Leipzig addressed that the board will be looking for resident input on updating policies and there was brief discussion about the best way to go about it.

6. Vendor report

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

Motion by Commissioner Lavery to accept and place on file the April 2019 check register for the revolving fund, 400-1, AHVP, 689-1, and Section 8.

Motion seconded by Commissioner Leipzig.

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:

- AUP findings. TARs continue to trend in the right direction. One rent dispute of significant balance, but otherwise in good shape.
- Rent determinations are current and we continue to work with residents who have outstanding paperwork.
- PMR findings. Maintenance is working on items, encouraged that with the Facilities Manager position being filled residents will see an improvement in our operations.
- CHAMP. The DHCD centralized waitlist has been a very difficult process for all housing authorities. We continue to work with DHCD and other housing authority to navigate the issues that are happening from the conversion. We are putting in the vacancy waivers, but really want to see the units filled. Commissioner Leipzig asked about a timeframe from when we will be able to start leasing vacancies. Executive Director shared that two offers were made that month, but it's a state wide issue and it is still a significant challenge.
- Modernization Report. Roofs. We were not able to get the fourteen roofs that we were hoping for, but we are able fund 10 roofs. Sump pump project went out for bid and we will seeking a board vote at tonight's meeting to award the contract. Dumpster enclosure and entryway projects have been completed. We continue to work with National Grid on the Clark Lane natural gas conversion.
- Redevelopment of Sherman Gardens. Consultants are doing their due diligence and will be presenting in June or July.

- MassNAHRO conference. Commissioners Lavery and Page, Jackie and Emily attended the MassNAHRO conference. Commissioner Lavery, Commissioner Page and the Executive Director were able to have an impromptu meeting with Jack Cooper, Director of Mass Union of Public Housing Tenants, that was productive and we look forward to working with residents and the tenant organization.
- After a broad search, we are excited to announce that we have hired a new Facilities Manager/Working Foreman. He comes to us with fifteen years of experience in public housing, in another housing authority he oversaw a staff of ten and 450 units and is very familiar with AUP and procurement. Executive Director genuinely believe residents are going to enjoy working with him. Once he joins us in the beginning of June, we will announce him and will hold coffee hours for residents to meet him.
- Units at Trapelo Road are nearing completion. We encountered a bit of a delay due to electrical panels at this point and are putting pressure on restoration company to come up with a solution because it is going on too long.
- RECAP. Executive Director is still trying to identify the best way to report workorders to the Board.

Motion by Commissioner Lavery 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 renewal/extension of Executive Director contract thru June 30, 2022.

Motion by Commissioner Lavery to enthusiastically support the renewal of the Executive Directors contract thru June 30, 2022.

Motion seconded by Commissioner Mahon.

Discussion:

Commissioner Page inquired about what they were approving. Chair Brescia responded that they would be voting to approve the extension of the contract for three years. The contract is dictated by DHCD as to the salary, tasks, and we can get you a copy of the contract that has already been signed, but on the table is the concept of renewing for three years. Commissioner Page indicated that she likes to review items before voting.

Vote: 3-0, 1 abstention, 1 absence.

Motion declared passed.

- b. Consideration of Section 8 Payment Standards.

After additional discussion,

Motion by Commissioner Leipzig to approve the Section 8 Payment Standards at 90% of FMR, to be revisited in the November meeting with data from Dedham on the two recent placements and longevity of current section 8 voucher holders.

Motion Seconded by Commissioner Lavery.

Vote: Unanimous (4)

Motion declared passed.

- c. Consideration of awarding contract for FISH#026061 to low bidder, Absolute Excavation Inc., for base and alternate 1 in the amount of \$31,400.00.

Motion by Commissioner Lavery to award contract for Fish#026061 to low bidder, Absolute Excavation Inc, for base and alternate 1 in the amount of \$31,400.00.

Motion Seconded by Commissioner Leipzig.

Vote: Unanimous (4)

Motion declared passed.

- d. Consideration of awarding contract for FISH#026065 Roof Replacement.

Motion by Commissioner Page to award contract for FISH#026065 Roof Replacement to WPI.

Motion Seconded by Commissioner Leipzig.

Vote: Unanimous (4)

Motion declared passed.

- a. Consideration of approving purchase of a truck for maintenance

Motion by Commissioner Lavery to approve the purchase of a truck for maintenance.

Motion Seconded by Commissioner Leipzig.

Discussion: Commission Page inquired as to how many trucks maintenance had. Executive Director responded that we have two trucks, and one that is unsafe to drive will be traded in with this purchase

Vote: Unanimous (4)

Motion declared passed.

- b. Consideration of recognition of Belmont Village resident tenant organization.

After a brief presentation by resident Barbara O'Leary, in which she explained the process of creating a tenant organization with the help and oversight of Mass Union of Public Housing Tenants. The certification of the election was provided along with the Belmont Village Tenant Association Bylaws.

Motion by Commissioner Page to recognize the Belmont Village Tenant Association.

Motion Seconded by Commissioner Leipzig.

Vote: Unanimous (4)

Motion declared passed.

Commissioner Page thanked the residents for carrying it out and getting the association recognized.

10. Unfinished Business: None.

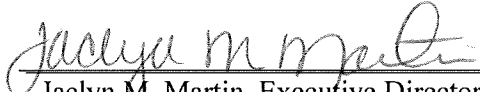
12. Next Meeting. Wednesday June 26, 2019

13. Adjournment.

A motion was made at 7:47 P.M. by Commissioner Lavery, Seconded by Commissioner Leipzig, to adjourn the regular meeting.

Vote: Unanimous. (4)

Motion declared passed.


Jaclyn M. Martin, Executive Director

A true copy