

MINUTES  
BELMONT HOUSING AUTHORITY

RECEIVED  
TOWN CLERK  
BELMONT, MA

Regular Meeting

59 Pearson Road

June 26, 2019

2019 SEP 27 AM 8:43

Meeting was called to order by Vice Chair Lavery at 6:00 P.M.

1. Attendance: The attendance was taken. Commissioners Charles R. Lavery, III, Gloria Leipzig, Anne Mahon and Cassandra Page were present. Also present was Jaclyn Martin, Executive Director, Emily LaMacchia Housing Manager, and housing authority residents/members of the public. Commissioner Donna Brescia was absent.

Vice Chair Lavery welcomed Joe Whalen to the BHA and gave him the floor. Mr. Whalen introduced himself to the board and residents present in the audience.

2. Open Forum:

Vice Chair opened the floor for comment. The tenant association ask to speak later in the meeting as they were waiting for the designated spokesperson.

3. Report of Committees:

Commission Leipzig provided the following updates:

- a. Belmont Housing Trust. Fortunate to get grant thru Mass Housing Partnership to assist with the McLean development. BHT wants to see more affordable housing, and consultant will see what can be done there for affordable options.
- b. Community Preservation Committee. The BHA hired Leonardi and Eliza to explore redevelopment of Sherman Gardens. Applications are due at the end of September. The application is a very preliminary step. Would like to talk in future meeting about long range plans, preservation and creation of additional affordable units, financial and physical, start looking at Belmont Village.

Commission Mahon noted that we need more housing and this type of exploration could allow the BHA to have build-ready plans to take advantage of funding when it becomes available.

4. Approval of the Minutes:

**a. April 22, 2019 Regular Meeting**

Motion by Commissioner Leipzig to approve the Minutes of the April 22, 2019 regular meeting.

Motion seconded by Commissioner Mahon.

Vote: Unanimous (4)

Motion declared passed.

**b. May 30, 2019 Regular Meeting**

Motion by Commissioner Leipzig to approve the Minutes to May 30, 2019 regular meeting.

Motion seconded by Commissioner Mahon.

Vote: Unanimous (4)

Motion declared passed.

5. Fee Accountant Report

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

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

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

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (4)

Motion declared passed.

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.

Commissioner Page asked to go on record that she did receive a copy of the executive director contract and would have voted in favor of approving the contract.

7. Executive Director's Report:

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

- With the hire of a new Facilities Manager familiar with PMR requirements, we are optimistic that our maintenance department will continue to improve for the benefit of our residents.
- 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.
- Formula Funding.
  - o Asphalt Paving and Exterior Stair Repair at the Belmont 667-1 and 200-1 developments. Paving is expected to begin late August.
  - o Belmont Village Roof Replacement. Preconstruction meeting will be held after the CFA Amendment #7 is approved at tonight's meeting.
  - o Sump pump trench project at Belmont Village is expected to begin the second week of July.
  - o Furnace Replacement. Working with National Grid on the conversion of oil to gas.
  - o Bathroom Renovation (Clark Lane). Architect is working on the schematic design.
- CPC Funds – Redevelopment of Sherman Gardens.
  - o Consultants provided the following update and will attend the July meeting.

- Market Study & Environmental Phase 1 work started the week of June 17.
  - Development Scenarios, unit count/types are being developed.
  - Initial / draft financial modeling are underway.
  - Interview with stakeholders are 99% completed. They have yet to confirm a meeting date with the Town's planning staff.
- Partnering with Project Bread, Mass. Dept. of Ed., and YMCA of Greater Boston, we are excited to share that we are able to offer a food program this summer for children age 18 and under. Two meals (lunch and afternoon snack) will be offered five days a week July 1, 2019 thru August 23, 2019.
  - Met with the tenant association immediately preceding this meeting and look forward to working with them for the benefit of the residents.
  - BHA has temporarily provided dumpsters for resident use at Belmont Village to allow for residents to remove items from basements and homes and to help address concerns regarding amount of belongings and conditions of units as observed at inspection and upon entry for maintenance calls.
  - RECAP. Executive Director is still trying to identify the best way to report work orders to the Board.

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

Motion seconded by Commissioner Page.

Vote: Unanimous. (4)

Motion declared passed

8. Agenda Items for Board Vote.

- a. Consideration of Amendment #7 to the Contract for Financial Assistance (CFA) in the amount of \$250,921.14 for emergency funds to replace roofs at Belmont Village.

Motion by Commissioner Leipzig to accept Amendment #7 to the Contract for Financial Assistance (CFA) in the amount of \$250,921.14 for emergency funds to replace roofs at Belmont Village.

Motion seconded by Commissioner Mahon.

Vote: unanimous (4).

Motion declared passed.

- b. Consideration of modification of office hours to mirror town hall hours.

Executive Director explained that to better serve our residents, their families who assist them, as well as applicants, she is requesting that the office hours be changed to match that of town hall new permanent schedule of a late Monday and early Friday. This was brought to the board a few months ago and was tabled.

Discussion:

Commissioner Leipzig expressed some reservations.

Commissioner Page inquired about holidays and suggested that the office have more than one late night and a rotating schedule. The executive director indicated that the staff is too small to do a rotating schedule and she did not want staff alone in the office when avoidable.

Commissioner Lavery echoed the concern with adequate staffing levels of a rotating schedule and suggested that the discussion be tabled and reconsidered in August when Commissioner Brescia is present. He suggested a three-month probationary period, with a September start so that it was inline with the school calendar.

Motion by Commissioner Mahon to table the discussion to next meeting.

Motion seconded by Commissioner Leipzig.

Unanimous (4).

Motion declared passed. Item tabled.

c. Consideration of modification to rate of Facilities Manager / Working Foreman Position.

Executive Director requested the board approve an additional 5% over the previous maintenance supervisor rate. This increase is to reflect the additional responsibilities added to the position that the previous position did not have, that it is for the position itself and is not reflective of any specific employee within the role or their experience.

Commissioner Page noted that she rather see more maintenance staff.

Motion by Commissioner Mahon to approve the Facilities Manager/Working Foreman Position at 10% of the DLS rate.

Motion Seconded by Commissioner Leipzig.

Vote: For (3), Against (0), Commissioner Page abstained (1).

Motion declared passed.

Commissioner Leipzig noted that while she worked with Joe Whalen in Cambridge, where she was for more than thirty years before retiring six years ago, she had no part in the hiring process, she did not have a conversation or relationship with Joe, and while she is happy to see him here, her vote is on the value of the job description and feels comfortable that the rate is justified for the position.

9. New Business:

- a. Discussion creating 501 (c)(3) corporation.  
Board discussed the potential of creating a 501(c)(3) for redevelopment efforts and for benefit of residents. Board felt it would be best to create two separate entities, and is something worth exploring over the coming months.

- b. Public Housing Notice PHN 2019-14 Notice of Funding Availability Public Housing Innovations Partnership to Expand Housing (PEHO) Opportunities Round 2

Executive Director notified the board of the PHN and the July 10<sup>th</sup> meeting.

Vice Chair Lavery reopened the public forum. (Agenda item #2).

Barbara O'Leary, President of the Belmont Village Tenant Association provided the following Update: The BVTA recent opened a bank account. The association is focused on creating and

maintaining community support. They have secured basketball scholarships from Beacon Community Church for BV children in 8<sup>th</sup> thru 12<sup>th</sup> grade and are current working implementing ideas that include school supplies, back packs and winter jacket drives, as well as cradles to crayons. She expressed that the BVTa has lots plans and that while some of the efforts being made by the BHA echo the associations, the association has the benefit of focusing just on their development.

Ms. O'Leary also voiced concerns with street signs and wrong way drivers, and suggested speed bumps. Executive director noted that she is working with the town and the street itself is a town street.

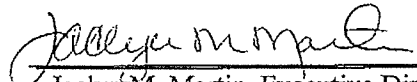
12. Next Meeting. Thursday July 25, 2019 at Sherman Gardens. Tentative for August 28, 2019 at Waverly Oaks.

13. Adjournment.

A motion was made at 8:06 P.M. by Commissioner Leipzig, Seconded by Commissioner Mahon, to adjourn the regular meeting.

Vote: Unanimous. (4)

Motion declared passed.

  
Jaclyn M. Martin, Executive Director

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