

MINUTES
BELMONT HOUSING AUTHORITY

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TOWN CLERK
BELMONT, MA

Regular Meeting

59 Pearson Road

July 29, 2019 SEP 27 AM 8:44

Meeting was called to order by Chair Brescia at 5:39 P.M.

1. Attendance: The attendance was taken. Commissioners Donna Brescia, Charles R. Lavery, III, Gloria Leipzig, Anne Mahon and Cassandra Page were present. Also present was Jaclyn Martin, Executive Director, Emily LaMacchia Housing Manager, Joseph Whalen Facilities Manager; Retirement Board Chair Tom Gibson, Esq. and Retirement Board Executive Director Robert Soohoo; Leonardi Aray and Eliza Datta; and housing authority residents/members of the public.
2. Open Forum: Chair Brescia opened the floor for public comment and welcomed the resident input. The following comments we made:

- a. Belmont Village Tenant Association.

Resident Robin Larson identified herself as the representative for the BVTA and provided the board with talking points. Chair Brescia tabled the talking points since they were not provided in advance of the meeting.

Residents expressed concern with maintenance operations include grass, common areas, rodents, language by maintenance, and that annual recertifications are being miscalculated "on the high end". The executive director responded that that was the first time she had heard such a concern and requested additional information so that she can investigate, and reminded residents that rent change notice provides an appeal process if they are not happy with the determination, and if they do not agree they should appeal it.

- 3. New Business: Discussion of deferred compensation in lieu of social security for employees not eligible to participate in retirement system. Thomas F. Gibson, Esq. Chairperson of the Belmont Retirement System (15 minutes).

Attorney Tom Gibson requested to address the Board after a recent audit of the retirement board.

Attorney Gibson clarified that employees of the housing authority cannot be enrolled in social security, qualified employees contribute to the retirement system, and employees not qualified to participate in the retirement system, such as temporary and part time employees, are to contribute to deferred compensation a/k/a Empower (f/k/a Smart Plan).

Additionally, Attorney Gibson requested a copy of the collective bargaining agreement to review compensation, as required to be provided under MGL.

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 4. Sherman Gardens Redevelopment Consultant's Update Report (45 minutes):

- a. Market Study
 - b. Environmental Review

Leonardi Aray and Eliza Datta provided the following report:

Presenting preliminary findings and reiterated that they are not the developer, it is not a funded project, just a report of preliminary investigation into the possibility of redevelopment.

Consultants met with the town and checked with DHCD on development opportunities with the state. DHCD reminded them that prevailing wage will apply to any redevelopment.

Consults reported that the environmental review shows nothing of concern but noted that upon construction there could be a risk of leaking asbestos with the distribution panel next to community building, and windows and floor have potential asbestos material.

They cautioned that Redevelopment will be expensive and are looking at all available tools included zoning strategy, capital resources, operating budget, possible subsidies, and relocation options. Eliza shared that this is just the first draft and they are looking for feedback from the board of what to look at in finer detail. The objective to create energy efficient, larger apartments. With a baseline of eighty units, any redevelopment must include at least eighty units. Rehabilitation cost are close to the cost of new construction. Leonardi pointed out that potential challenge include needing zoning relief for height and density concerns and prevail wage will add cost, and additional considerations include thinking about housing authority role be, capacity, potential partners and tools available, and type of housing included, i.e. congregate living/community living, consideration of adding a structure to the parking lot.

Consultants will send Jackie additional slides for distribution, and additional meetings / community outreach. Commissioner Lavery suggested holding a special meeting for the next report.

Commissioner Leipzig encourage BVTa to think about options for BV for community preservation options for Belmont village

5. Fee Accountant Report

a. Monthly Fiscal Report. FY2019 Month ending June 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 June 30, 2019.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (5)

Motion declared passed

b. FY2019 Year End Report and Certification.

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

Motion by Commissioner Mahon to approve the FY2019 year-end report and top 5 certification.

Motion seconded by Commissioner Lavery.

Vote: Unanimous. (5)

Motion declared passed

c. Modernization Report – Quarter ending June 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 June 30, 2019.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (5)

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

Motion seconded by Commissioner Mahon.

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:

- Formula Funding Report.
 - o *Asphalt Paving and Exterior Stair Repair.* Notice to proceed was issued at preconstruction meeting, and paving is expected to begin late august.
 - o *Belmont Village Roof Replacement.* Preconstruction meeting held this week and expect the project to be begin as early as next week.
 - o *Sump Pump.* Project is currently underway.
 - o *Furnace Replacement.* We reached out for an update from national grid. They said that these processes have somewhat of a longer lead time than a standard gas service installation. The proposed new gas main is being reviewed for a PE stamp of approval, and a Grant of Location from the Town of Belmont may be needed. Their best estimate is that the new service may be ready in September, but asked that we do not remove existing heating equipment until the gas meter has been installed.
 - o *Bathroom Renovation.* On the agenda is consideration of proprietary use of Altro Aquarius sheet vinyl flooring for this project. Because it is a proprietary product, it requires a board vote.
- RECAP. Executive Director is still trying to identify the best way to report workorders to the Board.
- Maintenance Report.

Facilities Director Joe Whalen provided the following report: Heading into month three, has had the opportunity to familiarize himself with the property, to go on some of the inspections, and we have some real challenges at Belmont Village. Priorities include service of the Lokivar boilers, and gutters before the winter.

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

Motion seconded by Commissioner Mahon.
Vote: Unanimous. (5)
Motion declared passed

8. Agenda Items for Board Vote.

- a. Consideration of proprietary use of Altro Aquarius sheet vinyl flooring in project #026068 Bathroom Upgrades 689-1 Clark Lane.

Motion by Commissioner Leipzig to approve the use of Altro Aquarius, as long as the estimated cost would not exceed 10% more than the estimated cost of ceramic tile.
Motion seconded by Commissioner Mahon.
Vote: Unanimous (5).
Motion declared passed.

- b. Consideration of review of invoices to be submitted to Community Preservation Committee.

Motion by Commissioner Lavery to approve the invoices for submission to the Community Preservation Committee for payment and reimbursement.
Motion Seconded by Commissioner Mahon.
Vote: Unanimous (5)
Motion declared passed.

- c. Consideration of modifications to main office lobby area.

Executive Director explained the need for modification to the lobby area for security and better customer experience. Recently staff has been in compromising situations, including barging into the office.

Discussion:

Commissioner Leipzig requested a visual mock up to better understand the options and costs. Board briefly discussed how detailed of a drawing, and felt that having an architect would be too much, at least for now.

Commission page wanted to make sure that the administration understands what the priorities are the safety of the residents. The ED assured the board that safety is the utmost important issue, and also have to address safety issues for the staff.

Commissioner Brescia recognize that the office sound be more secure and efficient for customer service and would take it up again, maybe at the next meeting.

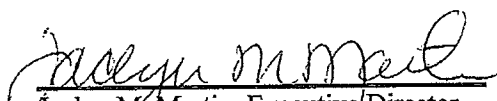
12. Next Meeting. Wednesday August 28, 2019 at Waverley Oaks Community Room.

13. Adjournment.

A motion was made at 7:43 P.M. by Commissioner Lavery, Seconded by Commissioner Mahon, to adjourn the regular meeting.

Vote: Unanimous. (5)
Motion declared passed.

A True Copy


Jaclyn M. Martin, Executive Director