

MINUTES  
BELMONT HOUSING AUTHORITY

Regular Meeting

59 Pearson Road

August 28, 2019

2019 FEB 26 PM 2:51

Meeting was called to order by Chair Brescia at 6:00 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 and housing authority residents/members of the public.

2. Open Forum:

- a. Jill and Read Norton of 96 Clark Street, Belmont. Request to address Board to inquire about a possible easement of 104 Clark Lane. (15 Minutes)

The board was provided a written request by Jill and Read Norton of 96 Clark Street, Belmont in advance of the meeting. They also made a brief presentation.

After brief discussion,

Motion by Commissioner Lavery, to approve easement pending DHCD approval, provided that Jill and Read Norton cover any cost associated with granting such an easement and maintain insurance.

Motion Seconded by Commissioner Mahon

Vote: All (5)

Motion declared passed

- b. Belmont Village Tenant Association (BVTA) update. (5 Minutes)

Commissioner Page requested that open forum, including the Belmont Village Tenant Association (BVTA) update, be moved to end of agenda tonight and going forward.

Chair Brescia announced to the audience that the open forum would be taken out of order tonight and placed at the end of the agenda next month.

3. Report of Committees:

Commissioner Leipzig provided the following updates:

- a. Belmont Housing Trust. BHT received a grant to hire non-profit development for what's going to happen at McLean. Housing Trust proposed 120 units rental housing and luxury condos. Needs to be negotiated at town meeting.
  - b. Community Preservation Committee. Applications for grant are due at end of September. If interested in hiring consultants to do a review of Belmont Village like we are at Sherman Gardens, we need to apply. Applications are due at end of September.

4. Approval of the Minutes.

Commission Page noted that there was a discrepancy with the already approved May meeting minutes. Executive Director responded she would look into the discrepancy.

After brief discussion,

a. June 26, 2019 Regular Meeting

Motion by Commissioner Lavery to approve the minutes of the June 26, 2019 regular meeting.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (4), Commissioner Brescia abstaining.

Motion declared passed

b. July 29, 2019 Regular Meeting

Motion by Commissioner Lavery to approve the minutes of the July 29, 2019 regular meeting.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (5)

Motion declared passed

5. Fee Accountant Report

a. **Monthly Fiscal Report. Month ending July 31, 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 July 31, 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 July 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.

Board discussed next meeting dates. Special Meeting for consultant update scheduled for 6pm on September 19, 2019 at Sherman Gardens. Next regular meeting scheduled for 6pm on September 26, 2019 at Town Hall.

7. Executive Director's Report:

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

Executive Director has been concerned about the maintenance function and asked DHCD for assistance, hired a facilities manager, changed the process to have answering service accept all work order to ensure all residents request are documented. The Director will provide details for the next meeting. In the meantime, the maintenance department has been reminded to follow the priorities of the PMR. In addition, the staff member assign to the work orders is required to notify the resident of receipt of a work order from the answering service and provide a work order number for future reference. Inspections for all units completed at Belmont Village and some did reveal surface growth, attributed to housecleaning and other may require other solutions, which is being reviewed by DHCD and RCAT. The Executive Director is continuing to bring additional resources to the maintenance department and requesting that residents be patient, which she understands is not always easy to do.

- Recap.
- Maintenance Report.

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

Motion seconded by Commissioner Page.

Vote: Unanimous. (5)

Motion declared passed

8. Agenda Items for Board Vote.

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

The Executive Director requested the board temporarily approve a modification to the office hours for administrative staff from the current 8a-4p Monday thru Friday to the town hall schedule of 8a-7p on Mondays, 8-4 Tuesday-Thursday, and 8-12 on Fridays for September, October and November to be taken up again at the November meeting.

Executive Director noted that this would benefit residents such as single parents who work, applicants and family members who support our senior residents. It would also benefit the administration and work function.

Executive Director provided information to the board including the town schedule for 37.5-hour town employees, the way the town handles Monday holidays, and schedules of other housing authorities with similar schedules to assist in analysis and decision-making process.

Board members and tenant association had reservations. Discussion was tabled.

b. PHN 2019-16 acknowledgement.

Motion by Commissioner Lavery to acknowledge the wage match PHN 2019-16.  
Motion Seconded by Commissioner Mahon.  
Vote: Unanimous (5)  
Motion declared passed.

c. Consideration of application for community preservation funding.

As discussed earlier, if the BHA intends to submit a proposal, it needs to be submitted by end of September.

Commissioner Leipzig asked the Executive Director to prepare a proposal.

A subcommittee of Commissioner Leipzig and Commissioner Page was created to review. Will need to identify the amount to request.

10. New Business

a. Discussion of policy handbook progress

Board want to review tenant policies such as pet, trash removal, etc. Pull together list of policies for next meeting. Subcommittee of Commissioners Leipzig and Mahon was created.

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Chair Brescia opened the floor for public comment and welcomed resident and public input. The following comments we made

Courtney Morton thanked Jackie for bringing the summer eats program to Belmont Village and the block party/ice cream socials. Barbara O'Leary of the Belmont Village Tenant Association provided the following update: Participation by residents have quadrupled.

Currently working on a backpack initiative, with seventeen backpacks being provided. Courtney is leading the "Xmas in the Village" initiative by partnering with Dane and other community sponsors. 22 kids signed up, promised each kid three gifts of a \$25 value equaling \$75 altogether of their choice. They will get a flyer out that needs to be returned by October 1<sup>st</sup> so that Courtney can do the shopping. If others come and there is extra funding, will be first come first serve basis.

Barbara noted various concerns for the record include work order process, having only five minutes to address association updates, infestations, mold, camera and what is being filmed, speeding by police and others, police using emergency lights, winterizing buildings, copies of inspection, failed inspection waiting months, and finds the answering service is rude. She also voiced concern in change of office hours because there are a lot of Monday holidays and that would be 3.5 days without office staff.

Unfinished Business.

- a. Consideration of modifications to main office lobby.  
None.

12. Executive Session. To conduct collective bargaining session, which include grievance hearings required by collective bargaining agreement with AFSCME Local 408. (Purpose 2).

Chair declared the purpose of the proposed Executive Session is purpose 2 – specifically, a grievance hearing with AFSCME Local 408, and that the Board would adjourn from executive session.

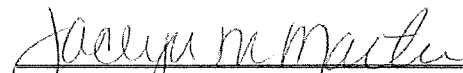
Roll call vote to enter executive session at 7:21 P.M.

Charles Lavery  
Anne Mahon  
Gloria Leipzig  
Cassandra Page  
Donna Brescia

13. Adjournment.

Meeting was adjourned from executive session at 7:48 P.M.

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Jaelyn M. Martin, Executive Director