

DATE: August 4, 2020
TIME: 2:35 PM

MINUTES
BELMONT HOUSING AUTHORITY

Monthly Meeting

Remote Go-to-Meeting

July 9, 2020

1. Attendance: Present were Donna Brescia, Gloria Leipzig, Anne Mahan, Cassandra Page, Chuck Lavery, tenant representatives and representative from the Cambridge Housing Authority
 - a. Introduction of CHA representatives: Chair Brescia introduced Kevin Braga from the Cambridge Housing Authority who introduced his team who will be working with us at the Belmont Housing Authority
2. Report of Committees
 - a. Belmont Housing Trust: Board member Leipzig discussed the Trust's work at trying to aid families impacted by COVID losses with an emergency rental assistance program.
 - b. Community Preservation Committee: The BHA application to the CPC will be heard at the Fall Town meeting, postponed from the Spring meeting, due to COVID.
3. Approval of Minutes
 - a. May 8, 2020 – Regular Meeting - approved
 - b. May 17, 2020 – Special Meeting - approved
 - c. June 17, 2020 – Special Meeting - approved
4. Fee Accountant Report
 - a. Monthly Fiscal Report – Month Ending May 31, 2020 – approved
 - b. Monthly Fiscal Report – Month Ending June 30, 2020 - approved
5. Vendor Report
 - a. Revolving Fund 400-1, AHVP, 689-1, Sec 8 for month ending 5/31/2020 - approved
6. Executive Director's report: none at this time
 - a. Agents from the CHA informed the Board of their beginning activities in getting to know our organization
7. Unfinished business
8. New Business
 - a. Discussion regarding ED search and options for Mgt
 - i. A discussion ensued regarding asking CHA to think about a more involved relationship with the BHA. Chair Brescia asked the CHA to provide us with information regarding how they might help us with redevelopment programs we may be able to apply to our properties.
9. Open Forum: BVTa update
 - a. Getting kids ready with back packs, school supplies donated by local businesses...hard due to COVID complications.
10. Next meeting determination – July 30, 5p; special meeting to hear from CHA
11. Adjournment – Motion by Anne Mahon, second by Lavery – all in favor.

Donna Brescia

Approved - all in favor

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11. Adjournment – Motion by Anne Mahon, second by Lavery – all in favor.

Respectfully submitted:



Approved by Board:

7/30/2020

MINUTES

BELMONT HOUSING AUTHORITY

Special Meeting

Remote Go-To Meeting

JUNE 17, 2020

Meeting was called to order by Chair Brescia at 11:45 A.M.

1. Attendance: The attendance was taken. Commissioners Donna Brescia, Gloria Leipzig, Anne Mahon were present. Also present Lynne Martin, "Murphy.", Vanessa P. and other residents/members of the public.
2. Discussion of contract with Cambridge Housing Authority for Consulting Services

The Board discussed the proposed consulting contract provided by Cambridge Housing Authority.

On a Motion by Gloria Leipzig, seconded by Anne Mahon: the Board voted to accept the proposal for Consulting Services from the Cambridge Housing Authority to assist in Operating the BHA during the transitional time with a vacancy in the role of Executive Director.

3. A motion was made by Anne Mahon to Adjourn. Seconded by Gloria Leipzig. All were in favor. Meeting was adjourned at 12pm.


Respectfully submitted by Donna Brescia

Approved by Board on July 9, 2020

MINUTES
BELMONT HOUSING AUTHORITY

Regular Meeting

Remote Go-To Meeting

May 08, 2020

Meeting was called to order by Chair Brescia at 11:45 A.M.

Board noted revised agenda.

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, Corey William, Lynne Martin, "Murph.", Vanessa P. and other residents/members of the public.

2. Report of Committees:

Commissioner Leipzig provided the following report:

- a. Belmont Housing Trust.

Belmont Housing Trust is trying to repurpose \$250,000 for emergency rental assistance program. This will go to town meeting which will hopefully be held in July.

- b. Community Preservation Committee.

The BHA put in an application that was to be heard at the spring town meeting. Due to the pandemic, all community preservation projects will be postponed until the fall town meeting in November.

3. Approval of the Minutes:

- a. December 17, 2019 Regular Meeting

Motion by Commissioner Lavery to approve the minutes of the December 17, 2019 regular meeting.

Motion seconded by Commissioner Leipzig.

Vote: Unanimous. (5)

Motion declared passed

- b. January 15, 2020 Regular Meeting

Motion by Commissioner Lavery to approve the minutes of the January 15, 2020 regular meeting.

Motion seconded by Commissioner Leipzig.

Vote: Unanimous. (5)

Motion declared passed

- c. February 26, 2020 Regular Meeting

Motion by Commissioner Lavery to approve the minutes of the February 26, 2020 special meeting.

Motion seconded by Commissioner Leipzig.

Vote: Unanimous. (5).

Motion declared passed

d. March 5, 2020 Special Meeting

Motion by Commissioner Lavery to approve the minutes of the March 5, 2020 special meeting.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (4) Brescia abstaining.

Motion declared passed

3. Fee Accountant Report

a. Monthly Fiscal Report – Month ending February 29, 2020.

After brief discussion:

Motion by Commissioner Mahon to accept and place on file the Monthly Fiscal Report for month ending February 29, 2020.

Motion seconded by Commissioner Leipzig.

Vote: Unanimous. (5)

Motion declared passed.

b. Monthly Fiscal Report – Month ending March 31, 2020.

After brief discussion:

Motion by Commissioner Leipzig to accept and place on file the Monthly Fiscal Report for month ending March 31, 2020.

Motion seconded by Commissioner Lavery.

Vote: Unanimous. (5)

Motion declared passed

c. Quarterly Fiscal Report – Quarter ending March 31, 2020.

After brief discussion:

Motion by Commissioner Mahon to accept and place on file the 400-1 Quarterly Fiscal Report for quarter ending March 31, 2020.

Motion seconded by Commissioner Leipzig.

Vote: Unanimous. (5)

Motion declared passed

Motion by Commissioner Leipzig to accept and place on file the 689-1 Quarterly Fiscal Report for quarter ending March 31, 2020.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (5)

Motion declared passed

d. Modernization Report – Month ending March 31, 2020.

After brief discussion:

Motion by Commissioner Leipzig to accept and place on file the Modernization Report for month ending March 31, 2020.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (5)

Motion declared passed

4. Vendor Report: a. Revolving Fund, 4001, AHVP, 689-1, and Section 8 – January 2020.

a. After brief discussion:

Motion by Commissioner Lavery to accept and place on file the February vendor report and 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.

b. After brief discussion:

Motion by Commissioner Mahon to accept and place on file the March vendor report and check register for the revolving fund, 400-1, AHVP, 689-1, and Section 8.

Motion seconded by Commissioner Lavery.

Vote: Unanimous. (5)

Motion declared passed.

c. After brief discussion:

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

Motion seconded by Commissioner Lavery.

Vote: Unanimous. (5)

Motion declared passed.

9. New Business. (Taken out of order).

a. Discussion about next steps for Consultants Leonardi Aray and Eliza Datta.

Commissioner Leipzig requested that the Executive Director provide the consultants with the March 5th minutes. She noted that the issues raised at that meeting gave pause, and that until we can move forward with Belmont village significant pause with Sherman gardens. She noted that she wanted to check in with Stuart from the Community Preservation Coalition.

Leonardi and Eliza sought guidance on whether they should complete the report. They clarified that meant compilation of data and summary, and that so far they have presented only by power point. Eliza noted that the report is part of their original scope and would be a good narrative tool and resource for the authority.

The Board asked that consultants be on hold until staffing and direction were sorted.

<<<Leonardi and Eliza left the meeting at 12:29pm.>>>

5. Executive Director's Report:

Reports. Commissioners were provided a written report in advance of the meeting including the monthly recap, formula funding update, and maintenance report.

Additionally, the following verbal report was provided:

Maintenance Report.

Motion by Commissioner Mahon to accept and place on file the executive directors report for the month of February 2020.

Motion seconded by Commissioner Page.

Vote: Unanimous. (5)

Motion declared passed.

7. Agenda Items for Board Vote:

a. Fish #026068. AM1 Construction. Consideration of Certificate of Final Completion.

After brief discussion:

Motion by Commissioner Mahon to approve the Certificate of Final Completion for Fish#026068 AM1 Construction.

Motion seconded by Commissioner Leipzig.

Vote: Unanimous. (5)

Motion declared passed.

b. Consideration of rejecting low bidder Boston Mechanical bid for Plumbing Services for poor performance and bad reference.

The Executive Director noted that Authority found Boston Mechanical to be responsive, but not responsible and the rejection was due to the cost and negative experiences with the contractor over the last year. She noted that she also received a negative reference from the Dracut Housing Authority. Chair Brescia noted that she also had issues with Boston Mechanical in her work with property management.

After brief discussion:

Motion by Commissioner Lavery to reject Boston Mechanical bid for poor performance and bad reference.

Motion seconded by Commissioner Leipzig.

Vote: Unanimous (5)

Motion declared passed.

c. Consideration of Awarding Plumbing Services Contract to second lowest responsive and responsible bidder N&T Mechanical Contractors.

After brief discussion:

Motion by Commissioner Mahon to awarding Plumbing Services Contract to second lowest responsive and responsible bidder N&T Mechanical Contractors

Motion seconded by Commissioner Page.

Vote: Unanimous (5)

Motion declared passed.

d. Consideration of Awarding Electrical Services Contract to lowest responsive and responsible bidder Singh Electric, LLC.

After brief discussion:

Motion by Commissioner Leipzig to award the electrical services contract to lowest responsive and responsible bidder Singh Electric, LLC.

Motion seconded by Commissioner Mahon.

Vote: Unanimous (5)

Motion declared passed.

e. Consideration of write-offs.

After brief discussion:

Motion by Commissioner Mahon to write off c.200 vacated tenant balances in the amount of Six-Thousand, Three hundred Thirty-Two dollars (\$6,332.00).

Motion seconded by Commissioner Leipzig.

Vote: Unanimous (5)

Motion declared passed.

Motion by Commissioner Mahon to write off c.667 vacated tenant balances in the amount of Seven-Thousand, One hundred Fifty-Five dollars and Ninety-Eight cents. (\$7,155.98).

Motion seconded by Commissioner Lavery.

Vote: Unanimous (5)

Motion declared passed.

Commissioner Brescia asked that the names and balances be left in the handoff report so they can be sent to collections.

8. Unfinished Business.

a. Covid-19 Update.

Executive Director noted that she has been sending out regular updates to residents and the latest update included the information for connecting with the "Belmont Helps" volunteer organization. She noted that the authority provided the names of residents who wanted to be connected to the town social workers thru the council on aging for support, and encouraged residents to contact the office if they need anything. She also noted the authority is working with the food pantry to deliver food to our senior developments.

9. New Business

a. Discussion about next steps for Consultants Leonardi Aray and Eliza Datta.

Taken out of order. See above.

b. Executive Director Search

Commissioner Brescia noted that the Executive Director had given her notice, and that she had had discussions with our Housing Management Specialist at DHCD for options in advertising for an executive director or management agreement and to arrange for a consultant to run the agency in the interim.

Commissioner Brescia noted that she asked DHCD for help with merging, direction and expanding base of staffing. She expressed that she felt it was a good time to look at different options to continue advancement and progress made by the Executive Director. She noted that the Belmont Village Tenant Association would be involved in search.

Commissioner Leipzig noted that while the Board goes thru the hiring process, they will rely on DHCD to provide a consultant and day to day will continue move with direction what to do next to operate successfully. Commissioner Lavery noted that the consultant should give more hours than the last consultant and felt that the consultant should be available at least thirty hours a week.

10. Open Forum / Tenant Participation.

a. Belmont Village Tenant Association (BVTa) update.

Lynne Martin provided the following concerns:

- Some residents have said they have not heard back on rent changes.
 - The Executive Director noted that she had made a lot of adjustments and asked that they tell residents to contact her directly.
- For the stairs project, she noted that rises on the steps are all different sizes.
 - Commissioner Brescia asked her to send the pictures to the executive director.
- She noted that she did not see the posting of the job on the housing authority or town websites.
 - Executive Director noted that the hiring has been suspended due to her departure.
- She addressed the incident Sunday with 24 Restore. She noted she did not feel she was irresponsible and does not take calling the police lightly. She noted that maintenance was on site with the plumber but that there was no maintenance employee on site at the time the police were called. She noted that the residents recorded for own safety as they were packing up and getting ready to leave and did not find that aggressive.
 - Commissioner Brescia asked the executive director to look into the maintenance logs.

11. Next Meeting.

To be determined at a later date.

12. Adjournment.

Motion to adjourn made by Commissioner Leipzig at 7:06 p.m.

Motion seconded by Commissioner Lavery.

Vote: Unanimous (5)

Motioned declared passed.

A True Copy


Submitted by Donna Brescia, Chair

Minutes approved by Board vote on June 17, 2020

MINUTES
BELMONT HOUSING AUTHORITY

Annual Meeting

Remote Go-To Meeting

May 08, 2020

Meeting was called to order by Chair Brescia at 11:30 A.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, Corey William, Lynne Martin, "Murphit.", Vanessa P. and other residents/members of the public.

2. Nominations

a. For Office of Chairman

Nomination of Commissioner Donna Brescia to the office of Chair by Commissioner Lavery, seconded by Commissioner Leipzig.

Acceptance by Commissioner Donna Brescia.

No other nominations, vote: unanimous (5)

Motion declared passed.

b. For Office of Vice-Chairman

Nomination of Commissioner Charles Lavery III to the office of Vice-Chair by Commissioner Leipzig, seconded by Commissioner Brescia.

Acceptance by Commissioner Charles Lavery III.

No other nominations, vote: unanimous (5)

Motion declared passed.

b. For Office of Treasurer

Nomination of Commissioner Gloria Leipzig to the office of Treasurer by Commissioner Page, seconded by Commissioner Brescia.

Acceptance by Commissioner Leipzig.

No other nominations, vote: unanimous (5)

Motion declared passed.

d. For Office of Assistant Treasurer

Nomination of Commissioner Cassandra Page to the office of Assistant Treasurer by Commissioner Leipzig, seconded by Commissioner Lavery.

Acceptance by Commissioner Page.

No other nominations, vote: unanimous (5)

Motion declared passed.

e. For Office of Assistant Secretary

Nomination of Commissioner Mahon to the office of Assistant Secretary by Commissioner Page, seconded by Commissioner Leipzig.

Acceptance by Commissioner Mahon.

No other nominations, vote: unanimous (5)

Motion declared passed.

3. Adjournment.

A motion was made at 11:40 A.M. by Commissioner Page, Seconded by Commissioner Leipzig, to adjourn the annual meeting.

Vote: Unanimous. (5)

Motion declared passed.

3. Next Meeting.

Special Meeting. May 8, 2020 at 11:45 am.



Donna Brescia, Chair

A true copy

Approved by Vote of Board on June 17, 2020