



MINUTES

Regular Meeting Virtual Zoom Meeting December 17, 2020

1. Meeting was called to order by Acting Chair Charles Lavery at 5:02pm.
2. Attendance: The attendance was taken. Commissioners Charles R. Lavery, III, Gloria Leipzig, Cassandra Page and Anne Mahon were present. Present from the Cambridge Housing were Kevin Braga, John Filip, Mike Johnston and Allison MacMartin. Also present were housing authority residents/members of the public.
3. Approval of minutes – Minutes from the November 2020 Regular Meeting and 11.30.20 Special Meeting were presented for approval.
 - a. Commissioner Mahon motioned to approve the November 2020 Regular Meeting minutes. Commission Leipzig seconded the motion. All in favor (4), motion passed.
 - b. Commissioner Mahon motioned to approve the 11.30.20 Special Meeting minutes. Commission Page seconded the motion. All in favor (4), motion passed.
4. New Business
 - a. Executive Director's Report
 - i. MCAD case against the authority was dismissed.
 - ii. Delinquency has greatly improved over the past three months.
 - iii. Bathroom venting project at Belmont Village is underway. Due to funding issues, it is possible that it'll be a phased project, with the three-bedroom apartments being prioritized.
 - b. Accounting Update
 - i. Financial Report was distributed, covering through October 2020.
 - ii. CARES funding is helping us to stay in the positive.
 - iii. Occupancy rate is higher than usual, but tenant rental amounts have decreased due to COVID.
 - iv. Some recent expenditures may be reimbursable – Allison and John are looking into this.
 - v. FY21 Budget Presented to Board
 1. Commissioner Lavery made a Motion to approve operating budgets for FY21 for 401, 200, 667 and 689 programs. Commissioner Mahon seconded the motion, all in favor (4), motion passed.
 - c. Update on Board Appointment Process
 - i. Although the board initially attempted to appoint a new Board Member before the next election, the timeline was too short and this is no longer feasible. This seat will be available in the 2021 election. The interested candidates will be notified that they can pursue the position by pulling papers through the Town.
 - d. Hiring Process Update



- i. The Authority is moving forward with scheduling candidates for interviews for the Maintenance Mechanic and Resident Services Coordinator position. The Tenant Association will be involved in the 2nd round of interviews and will provide feedback.
 - e. Tenant Association MOU Discussion
 - i. Allison will meet with Tenant Association to review the MOU and to make any necessary changes. An updated draft will be presented to the Board for approval before it is signed.
- 5. Items for approval
 - a. Leonardi Aray Invoice
 - i. Commissioner Mahon made a motion to approve payment of this invoice. Commissioner Page seconded the motion, all in favor (4), motion passed.
 - b. 2021 Utility Allowance & Payment Standard
 - i. Commissioner Mahon made a motion to approve payment of this invoice. Commissioner Leipzig seconded the motion, all in favor (4), motion passed.
 - c. Hays Insurance Invoice#1179657
 - i. Commissioner Mahon made a motion to approve payment of this invoice. Commissioner Leipzig seconded the motion, all in favor (4), motion passed.
- 6. Open Forum/Tenant Participation
 - a. Tenant Association
 - i. The TA was very successful in fundraising and providing holiday assistance to families.
 - b. Resident Sally Sennott asked about the Authority shoveling the sidewalk on Trapelo Road adjacent to Waverley Oaks. Allison MacMartin will look into this to ensure the Authority is completing its obligations.
- 7. Confirmation of next meetings
 - a. Regular Meeting - Thursday, January 21st at 5:00pm
- 8. Adjournment
 - a. Motion to adjourn Regular Meeting made by Commissioner Mahon at 6:18pm
 - b. Motion seconded by Commissioner Leipzig
 - c. Vote: Unanimous (4)
 - d. Motion declared passed.