



MINUTES

Regular Meeting

Virtual Zoom Meeting

December 16, 2021

Meeting was called to order by Board of Chair Gloria Leipzig at 5:00PM

Attendance-

Board of Commissioners in Attendance- Gloria Leipzig, Cassandra Page, Charles Laverty III, Sarah Bilodeau

*Note- Cassandra Page departed at 5:30PM

Cambridge Housing Authority Staff in Attendance- John Filip, Allison MacMartin, Kevin Braga, Michael Johnston, Karrie Canavan, Sara Vogel

Tenant Association Members in Attendance- Lynne Martin, Sally Sennott

Also in Attendance- housing authority residents and member of the public

New Business

1. Executive Director's Report

- a. AHVP- The BHA was issued additional vouchers for the Alternative Housing Voucher Program totaling 20 Voucher (4 leased, 6 issued, 10 pending). Additionally, the BHA is participating in the AHVP Nursing Home Pilot Program (1 leased, 2 issued) with candidates selected via referral and verified in accordance with AHVP requirements.
 - a. Gloria Leipzig inquired about the deficit in payment standards between AHVP and Section 8. Sara Vogel: ceiling rents are comparable, and the same procedures/resources are used in determining rent reasonableness
- b. SHERA Updates- SHERA coverage is limited to 18 months per tenant, so there are some incurring balances listed under the tenant responsibility for applicants who are no longer eligible for the program. SHERA provides a 6-month eviction protection, so the balances will not be escalated to the legal process at this time
- c. PMR Results- Now that there is an established contact, it will be easier to generate a preventative maintenance policy that will track inspections, required trainings, and inspection issued repairs to meet PMR standards. All inspection related work orders are itemized, which has significantly increased the number of open work orders.
 - a. Gloria Leipzig inquired about the correction order. RSC John Filip: the reserve funds are intended to be maintained but were utilized due to the deficit incurred during the Covid-19 Pandemic. Expense reporting is in progress and more information will be available when finalized
 - b. Cassandra Page inquired about reporting staff absences. Michael Johnston: the CHA is not obligated to report to the board on personnel absences. The CHA is obligated to report its ability to complete work orders. It is management's responsibility to review union policy and budgetary restrictions in determining if additional, temporary, or support staffing is required
- d. Belmont Community Path Project- Path is interested in meeting with the Board of Commissioners to discuss the program's impact on tenants and the community. Path proposed a meeting date of January 11, 2021.
- e. BHA will be hosting a Booster Shot Clinic on Thursday December 23, 2021
- f. ARPA Funding- ARPA funding has been allocated to the BHA to upgrade the water/sewer in Belmont Village, update the accessible units in Waverly Oaks, and towards the development project at Sherman Gardens
- g. Bylaws (updated version)- Tenant association met December 1, 2021 to discuss bylaws and made some grammatical changes crossing off "and" and "the." Once the Bylaws are



approved by the Board, BHA will distribute to the tenants for review with the opportunity to discuss at the next board meeting.

- a. Allison MacMartin requested clarification on who is authorized to request a special meeting. Gloria Leipzig: the director and members of the board can be authorized to request special meeting.
 - b. Gloria Leipzig inquired if the board would like to consider increasing the approval requirements to amend bylaws from a 2/3 vote to an 80% vote. Board Members: Cassandra Page, Gloria Leipzig, Charles Lavery, and Sarah Bilodeau agreed to maintain the 2/3 requirement.
2. Accounting Update-\$150,000 collected from SHERA Funding. Rent income has increased in the first quarter leading to a \$45,000 surplus. "Costs allocated" has been divided into 6 new categories on the PNL to identify line-item costs more specifically and monthly utility costs will be paid electronically for better tracking. This method will provide a model for turn-around costs (\$5,000-\$10,000). The spending report will be submitted with the 2022 budget for review with the Board. Gloria Leipzig: requested the budget be consolidated and reviewed with the actuals

Tenant Association

- Lynn Martin- The gift drive was successful with gift pick-up scheduled for 12/16/2021 between 6pm-8pm
- Sally Sennott- commented on the need to increase the approval rating for amending bylaws to 80% to maintain stability.

Public Comments- No Comments

Items for Approval

1. November Regular Meeting Minutes (11/18/21)- Charles Lavery motioned to approve, Sarah Bilodeau seconded this motion. Roll call vote- Charles Lavery, "I", Sarah Bilodeau, "I", Gloria Leipzig, "I", Cassandra Page- absent. In favor (3), absent (1), *motion passed*.
2. November Special Meeting Minutes (11/15/21)- Sarah Bilodeau motioned to approve, Charles Lavery seconded this motion. Roll call vote: Charles Lavery, "I", Sarah Bilodeau, "I", Gloria Leipzig, "I", Cassandra Page- absent. In favor (3), absent (1), *motion passed*.
 - a. Note- "unknown caller" response during roll call not included
3. November Special Meeting Minutes (11/23/21)- Sarah Bilodeau motioned to approve, Charles Lavery seconded this motion. Roll call vote: Charles Lavery, "I", Sarah Bilodeau, "I", Gloria Leipzig, "I", Cassandra Page- absent. In favor (3), absent (1), *motion passed*.
4. Application & Certification for Payment -026070-1- Sarah Bilodeau motioned to approve, Charles Lavery seconded this motion. Roll call vote: Charles Lavery, "I", Sarah Bilodeau, "I", Gloria Leipzig, "I", Cassandra Page- absent. In favor (3), absent (1), *motion passed*.
5. Application & Certification for Payment-026070-2- Charles Lavery motioned to approve, Sarah Bilodeau seconded this motion. Roll call vote: Charles Lavery, "I", Sarah Bilodeau, "I", Gloria Leipzig, "I", Cassandra Page- absent. In favor (3), absent (1), *motion passed*.
6. Change Order – 026070 - 0002- Sarah Bilodeau motioned to approve, Charles Lavery seconded this motion. Roll call vote: Charles Lavery, "I", Sarah Bilodeau, "I", Gloria Leipzig, "I", Cassandra Page- absent. In favor (3), absent (1), *motion passed*.
7. Certificate of Final Completion-026056- Sarah Bilodeau motioned to approve, Charles Lavery seconded this motion. Roll call vote: Charles Lavery, "I", Sarah Bilodeau, "I", Gloria Leipzig, "I", Cassandra Page- absent. In favor (3), absent (1), *motion passed*.
8. Change Order – 026073 – 0001- Charles Lavery motioned to approve, Sarah Bilodeau seconded this motion. Roll call vote: Charles Lavery, "I", Sarah Bilodeau, "I", Gloria Leipzig, "I", Cassandra Page- absent. In favor (3), absent (1), *motion passed*.



9. Change Order – 026073 – 0002- Sarah Bilodeau motioned to approve, Charles Lavery seconded this motion. Roll call vote: Charles Lavery, “I”, Sarah Bilodeau, “I”, Gloria Leipzig, “I”, Cassandra Page- absent. In favor (3), absent (1), *motion passed*.
10. Change Order – 026073 – 0003- Sarah Bilodeau motioned to approve, Charles Lavery seconded this motion. Roll call vote: Charles Lavery, “I”, Sarah Bilodeau, “I”, Gloria Leipzig, “I”, Cassandra Page- absent. In favor (3), absent (1), *motion passed*.
11. Heating Maintenance & Service Repair Contract 21-22- Sarah Bilodeau motioned to approve, Charles Lavery seconded this motion. Roll call vote: Charles Lavery, “I”, Sarah Bilodeau, “I”, Gloria Leipzig, “I”, Cassandra Page- absent. In favor (3), absent (1), *motion passed*.

Confirmation of next meeting-

- a. Meeting to discuss community PATH project- Tuesday January 11, 2021 at 5:00PM- Sarah agrees, Charles agrees, and Gloria agrees- Meeting Confirmed
- b. Regular Meeting- Thursday January 20, 2022- Sarah agrees, Charles agrees, Gloria agrees- Meeting Confirmed

Adjournment- Sarah Bilodeau motioned to adjourn; Charles Lavery seconded this motion. Roll call vote: Charles Lavery, “I”, Sarah Bilodeau, “I”, Gloria Leipzig, “I”, Cassandra Page- absent. In favor (3), absent (1), *motion passed*. Meeting Adjourned 6:01PM