

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

*Note on Meeting Decorum- Board Meetings will focus on the agenda topics beginning with the Executive Director's Report. The Board will have the opportunity to comment at the end of each topic, the Tenant Association will have the opportunity to comment during their section and then the forum will be open to comments from the public. Comments will be restricted to a 3-minute time limit. All comments must correspond with the scheduled discussion and approval topic(s).

Attendance-

Board of Commissioners in Attendance- Gloria Leipzig, Charles Laverty III, Anne Mahon, Sarah Bilodeau

Cambridge Housing Authority Staff in Attendance- Allison MacMartin, Brenda Downing, Karrie Canavan, Mike Johnston, Sara Vogel

Tenant Association Members in Attendance- Lynne Martin, Sally Sennott, Robyn Larsen

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

**RECEIVED
TOWN CLERK
BELMONT, MA**

**DATE: March 21, 2022
TIME: 10:05 AM**

New Business-

Executive Director's Report-

1. PPE & Rapid Test Distribution- The BHA received Covid-19 At-Home Testing Kits from the Town of Belmont that were distributed to all tenants, and PPE from MEMA that was distributed to tenants by request. Management is working with several organization to obtain additional testing kits for residents.
2. Capital Project Update
 - a. 15 Bradley Road- A walk through was completed on Tuesday (2/15/22) with maintenance and contractors in attendance. There are a few items still in progress, but the unit is on schedule to be completed in early March. A CHAMP Applicant has already accepted the offer and is ready to move in once the unit available
 - b. Clark Lane- A remodeling project is underway to update the kitchen and flooring, in compliance with ADA requirements.
 - i. Gloria Leipzig, question: will the residents need to be relocated?
 1. Allison MacMartin responded- The current plan does not call for relocation. Flooring will be the most intrusive aspect, but the contractors estimate that the projects can be accomplished in sections with each bedroom completed within several hours.
 - ii. Anne Mahon, question: what kind of flooring will be used?
 1. Allison MacMartin responded- Vinyl VCT (to be selected by professionals involved in the project)
3. Annual Plan FY23 Public Hearing- The Annual Plan FY23 is following the anticipated timeline with the first draft completed and available on-line (<https://tinyurl.com/LHA-MA-AnnualPlan>). Copies were distributed to the Tenant Association and to the community rooms at the elderly sites with the cover letter translated into eight languages. The Plan will be discussed with the Tenant Association on March 2nd and will be presented at the March Board Meeting with opportunity for the public to comment during the open forum segment (scheduled for 3/17/2022).
 - a. Gloria Leipzig, question: How was the annual plan distributed in Belmont Village?
 - i. Allison MacMartin responded- Due to the size of the document (>100 pages), hard copies will only be available by request.
 - b. Anne Mahon & Sarah Bilodeau: offered additional translation services, if required.
4. Redevelopment Project Updates
 - a. Margaret Moran- Progress was made on the Sherman Gardens and Belmont Village feasibility studies. The Sherman Gardens plans are further advanced largely due to developmental consultant involvement during prior feasibility studies. Boston Architectural Firm is involved, surveys have been ordered, and a title review and



environmental work is in progress. We are drafting updated feasibility studies and financial progress reports to present to the Board (tentatively on 3/17/2022). We are estimating the report(s) will be available in 6-8 weeks and are determining if a rehabilitation option is feasible or if the scope should be extended to include other opportunities. There is steady progress, and we look forward to engaging the Board, Tenant Association and Residents.

- i. Gloria Leipzig & Anne Mahon, comment: Resident involvement will be particularly beneficial, and we could arrange a large-scale meeting at the senior sites, Town Hall, or Senior Center pending Covid restrictions.

5. Future Meetings – Remote vs. In-person

- a. Gloria Leipzig- We hope to resume in-person meetings in the near future, but we will continue holding meetings remotely following Covid-19 State Safety Guidelines. We will continue to monitor town and state level protocol developments throughout March and April and resume discussions as additional details become available.
 - i. Anne Mahon, comment: We noticed that there is greater resident participation during in-person meetings and look forward to resuming this format.

6. Other Items Unanticipated by Chair

- a. No comment

Tenant Association-

1. Lynne- No updates to report currently. The Association scheduled a meeting next week to discuss upcoming events and finalize a meeting date to review the FY23 Annual Plan with Allison MacMartin (proposed date of 3/2/2022)

Public Comment-

1. Natasha Vazquez, question regarding the Clark Lane Project- has the flooring installation been discussed with staff? There are concerns that this project could disrupt staff and resident activities, including ADLs, and create accessibility challenges while the contract work is being performed. More specifically, and beyond communication with executive management teams, it may be beneficial to request feedback directly from line-level staff to ensure that the needs of the residents can adequately be met. As an on-site employee, I feel this feedback would be beneficial in understanding and advocating for resident needs, but has, thus far, been overlooked. Failure to coordinate with site-staff could significantly impact the services residents receive, disrupt routines, etc. There is also concern that the modifications will not meet compliance requisites and/or lack quality.
 - a. Allison responded- the staff have been and will continue to be involved at each step of the project development. The staff have already participated in the initial walkthrough, and we will continue to engage staff as planning develops. The project is in an early developmental stage limited to the scope of work. As the scope develops, and when a contractor is appointed, we will be able to more effectively and specifically engage the staff and residents to minimize liabilities.
 - b. Anne Mahon, comment- a contractor is unlikely to recognize the resident or staff needs, and engaging residents would help identify accessibility needs.
 - c. Sarah Bilodeau, comment- during the school renovation, a survey was sent to gather information about students with special needs and shared with architects.
 - d. Natasha Vazquez, comment- a similar survey from the Waltham Recreational Department about excess funds is sent to engage residents and address needs.
 - e. Allison MacMartin, comment- The scope of work is limited to the flooring and kitchen, and we will continue to provide scope updates as the project develops. This includes requesting the architects present their work directly to the Board. Please note that WCI manages the operations of the site, and it will be the WCI Leadership Team's prerogative to solicit feedback. All suggestions will be presented to the project manager, but feedback would be received by WCI directly.
 - f. Gloria Leipzig, comment- It is our hope that the contractors will be capable of navigating



these needs and have experience addressing resident and staff concerns. We will rely on Allison to relay the Board Members' concerns and interest in seeing the staff and resident feedback as the scope develops.

Items for Approval-

1. January Regular Meeting Minutes (1/20/22)

Anne Mahon motioned to approve, Sarah Bilodeau seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Anne Mahon, "I". In Favor (4), Against (0), Abstention (0)-
motion passed

Note- Meeting Minutes Approved with edits to lines 2(b)(a) and 2(b)(c)(1)

2. January Special Meeting Minutes (1/25/22)

Anne Mahon motioned to approve, Sarah Bilodeau seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Anne Mahon, "I". In Favor (4), Against (0), Abstention (0)-
motion passed

3. Letter of Support – Community Path Project

Anne Mahon motioned to approve, Sarah Bilodeau seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Anne Mahon, "I". In Favor (4), Against (0), Abstention (0)-
motion passed

4. Change Order 026070-CO-003 (Belmont Village Roof Replacement)

Anne Mahon motioned to approve, Sarah Bilodeau seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Anne Mahon, "I". In Favor (4), Against (0), Abstention (0)-
motion passed

5. Change Order 026073-CO-0004 (15 Bradley Road Renovations) revoted "change order" vs. "invoice"

Anne Mahon motioned to approve, Sarah Bilodeau seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Anne Mahon, "I". In Favor (4), Against (0), Abstention (0)-
motion passed

Note- original vote cast under designation "Invoice" - ballot correction did not modify vote composition

6. Invoice 026043 (15 Bradley Road Renovations)

Anne Mahon motioned to approve, Charles Lavery III seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Anne Mahon, "I". In Favor (4), Against (0), Abstention (0)-
motion passed

7. Invoice 15401 (Belmont Village Exhaust Fan Replacement)

Anne Mahon motioned to approve, Charles Lavery III seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Anne Mahon, "I". In Favor (4), Against (0), Abstention (0)-
motion passed

8. Invoice No. 2021-03-BELMONT (Sherman Gardens Redevelopment Projects)

Anne Mahon motioned to approve, Charles Lavery III seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Anne Mahon, "I". In Favor (4), Against (0), Abstention (0)-
motion passed

Confirmation of next meeting (March Regular Meeting, including Annual Plan Review and Open Forum)- 03/17/2022 at 5:00PM- No objections

Adjournment-

Anne Mahon motioned to approve; Charles Lavery III seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Anne Mahon, "I". In Favor (4), Against (0), Abstention (0)-
motion passed

Meeting adjourned at 5:43 PM