



MINUTES

Regular Meeting **Waverley Oaks Community Room – 637 Trapelo Road** **September 15, 2022**

ATTENDANCE-

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

*Sarah Bilodeau arrived at 5:09pm

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

Tenant Association Members in Attendance- Sally Sennott

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

-Meeting was called to order by Board of Chair, Charles Laverty III at 5:04PM

OLD BUSINESS- None

NEW BUSINESS-

October Meeting Location- October 20th in person at the Waverley Oaks Community Room

Accounting Update- John Filip

First 9 months is in a deficit of 50k in compared to a budget deficit of 40k. AR increased by about 60k due to retroactive adjustments and SHERA funding with collections at 90-97%. The big cost this year is in ordinary maintenance and unit turnover. There is a unit turnover rate at 2% compared to a budgeted 1% due to unforeseen circumstances. We tracked turnover costs over the past 2 years, and those costs have increased to an average of \$7K per unit, this is in addition to increased vendor costs and maintenance contracts. Historically, there is inconsistency in the unit cost increases, and the State limits increases to 3-4%. When it comes DHCD, it is better to ask for less, so the '22 Budget was focused on replenishing reserve levels, which are tenable. Once approved we can submit the '23 Budget and ask for funding for additional maintenance workers; we are below the standards and this causes cost increases because we don't have adequate staff to support the operation, which we can validate using historical data. If we can present the case that maintenance needs are in line with comparable properties, we can request another laborer or skilled worker, which can help control contractor costs and better manage the work order needs.

-Comments from the Board:

1. Anne Mahon- material costs have decreased in 2022, so why haven't contractor costs decreased?
 - a. Allison MacMartin, response: we pay prevailing wages, and there are significant labor needs
2. Gloria Leipzig- When can we expect the FY23 Budget Submission?
 - a. John Filip- in the next several weeks we will submit and can expect a response in approx. 3 weeks
3. Sarah Bilodeau- Is there an operation for maintaining cleanliness in the building and what are the recourses for residents if these services are not completed?
 - a. Allison MacMartin, response: cleaning is in house, which we are struggling with due to the short staffing issues. The residents can contact the office who will send someone to analyze the situation, and the residents can go to the Tenant Association if the office is not resolving the issue.

FY24 CPA Application- Charles Laverty

Applications are due October 10th so we wanted to put this on the agenda tonight to be put to a vote during a special remote meeting. The Board is supportive of the public housing redevelopment plans, and this is an opportunity to ask for additional funding for upfront planning and soft-development costs.

Other Items Unanticipated by the Chair - none

EXECUTIVE DIRECTOR'S REPORT- Allison MacMartin

Staffing Update- we are interviewing for the vacant maintenance position and feel confident that the position will be filled soon. The Tenant Association will be involved in the next round of interviews.

Extermination Update- exterminators continue weekly services in 2 units, but the situation seems controlled.

In response to public comment- the BHA is funneling money towards Belmont Village and Sherman Gardens redevelopments because of the accessibility issues. However, there is ARPA funding that will be going towards Waverley Oaks for projects like common area flooring replacement, accessibility improvements, etc. The projects are in process, but they do require DHCD designers, contractors, etc. which slowed the project starts.

-Comments from the Board:

- a. Gloria Leipzig, question- There are 11 vacancies, and we would like to gain a better understanding of what is going on and how we are handling the DHCD 30-day turnaround time. Is there an update on temporary labor assistance? Is there an update on delinquencies; there are seven residents with very high balances is there a plan to resolve these arrearages?



- i. Allison MacMartin and John Filip, response: There are higher than anticipated vacancies due to a variety of reasons including higher income families finding better deals in the private market. We are in the process of negotiating the Maintenance Union Contract and are hoping to include the temporary labor assistance in the contract. We are resuming standard rent delinquency practices, but there are new requirements from DHCD, so we are making sure that we have the appropriate forms and procedures to resume practices the right way. All residents have been made aware of RAFT.

TENANT ASSOCIATION

Sally Sennott- Porchfest was a great success with a diverse turnout, and we wanted to share the Porchfest Art Project with the board signed by many of the attendees. Regarding the cleanliness issues, is it possible to pursue another paradigm such as hiring a housekeeper or a resident worker? In my building, the residents take responsibility for caring for the common areas and compensating a resident for the work may be an effective solution. Further, the TA has not been involved in the Maintenance Labor Contract nor has it been on the Board Agenda.

-Allison MacMartin, response- The Management-AFSCME Union agreement is a closed negotiation, so no information can be released until it is completed. Once the contract is complete, the Board goes into Executive Session, and the contract will be released to the public after it is signed.

-Sarah Bilodeau, comment- with the difficulties we hear from tenants, the work order backlog, etc. I would suggest that we keep these quality factors in mind when going into the negotiations.

Allison MacMartin, response- wages are driven by labor standards, not by this union.

PUBLIC COMMENT

1. James Busa, resident- concerned about the security at Waverley Oaks, suggesting more lighting and more secured entryways.
 - a. Board/Management comments/clarifications- there are no reported robberies, and residents can submit work orders for any light outages. If additional lights are needed on account of a disability, this can be arranged via a reasonable accommodation. Camera usage has been discussed in the past but is highly regulated in terms of where the cameras can point.
2. Diane Elliott- concerned about tenants using the emergency exit for routine egress and using a door stopper to keep the alarm from sounding
 - a. Board/Management comments/clarifications- this was brought to the attention of management yesterday, and management will put up signage and address with tenants. The door is not tied to the fire protections system of the building.

Board Comment- Comments that are derogatory, racist, or discriminatory are prohibited by Fair Housing Law and will not be tolerated by the Board or Management.

ITEMS FOR APPROVAL

1. August Special Meeting Minutes (8/25/2022)

Gloria Leipzig motioned to approve; Anne Mahon seconded the motion. Roll call vote: Charles Laverty III, "I", Gloria Leipzig, "I", Anne Mahon, "I", Sarah Bilodeau "abstain". In Favor (3), Against (0), Abstention (1)- *motion passed*

2. Reasonable Accommodation/Modification Policy and Procedures

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

3. Language Access Plan

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

Note- census data on last page was added provided by DHCD

4. Fair Housing Marketing Plan

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

Note - MOTION TO APPROVE WITH UPDATED NAME-

CONFIRMATION OF NEXT MEETING: Thursday, 10/20/2022 at 5:00PM in person at WAVERLEY OAKS

-November and December meetings will be held through remote access through holidays and renovations

ADJOURNMENT

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

-Meeting Adjourned: 6:36 PM