

2017 OCT 17 PM 2:24

MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting

Town Hall, Room 1

May 25, 2011

1. Attendance: The attendance was taken at 6:15 P.M. Commissioners Don Becker, Charles Lavery, Donna Brescia and Sallye Bleiberg were present. Also present were the Executive Director, Donna Hamilton and Residents of Waverley Oaks Apartments. Commissioner Leo Saidnavey was absent.
2. Meeting with Belmont Housing Authority Residents: The issues that were discussed with residents of Waverley Oaks Apartments included security related questions, repairing outside fences and the installation of a bike rack near the Community Building. **The Director will look into some additional security options and provide this information to the board for further discussion.**
3. Reading and Approval of the Minutes of the Meetings:  
  
-April 25, 2011 Regular Meeting: A motion was made by Don Becker, seconded by Donna Brescia, to approve the minutes of the April 25, 2011 meeting. The vote was unanimous (4).
4. Bills and Communications:  
  
Revolving Fund: Checks #522 through #579: A motion was made by Donna Brescia, seconded by Don Becker, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (4).  
  
4001:  
  
MRVP – AHVP: Checks #27 and #28: A motion was made by Donna Brescia, seconded by Don Becker, to approve the checks on the MRVP – AHVP Warrant. The vote was unanimous (4).  
  
689-1:  
  
Section 8: EFT 5/1/2010: A motion was made by Donna Brescia, seconded by Don Becker, to approve the Section 8 EFT. The vote was unanimous (4).
5. Executive Director's Report: There were no further questions or comments concerning the Executive Director's Report.
6. Agenda Items for Board Vote: There were no items for the board to vote on this month.

7. Unfinished Business:

1. **Waverley Oaks Trapelo Road Sidewalks:** A resident of Waverley Oaks Apartments spoke to the board about having attended a Selectmen's meeting in order to discuss the sidewalks on Trapelo Road on the Waverley Oaks side of the street. Although the Belmont Housing Authority had also previously pursued this matter, the Town had indicated that since this work was part of the Trapelo Road/Belmont Street Corridor Improvements Project, the proposed sidewalk extension would be contingent upon the approval of a much larger project that would extend from the Waltham City line to the Cambridge City line.

As a secondary approach, the Board requested that the existing sidewalks be given additional attention during the Winter months so that they could be kept clear for the residents.

**Commissioner Donna Brescia offered to attend a Selectmen's meeting in order to specifically discuss why the Town is unable to either implement this work or at least consider installing a temporary sidewalk.**

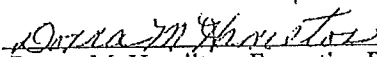
2. **Vacancy and Turnover Procedures:** Although there was no discussion concerning the vacancy and turnover procedures, the board requested to keep this item on the agenda for the next meeting.

**As part of the monthly reports, the Director will also continue to provide the board with information concerning the workload for the maintenance staff. This includes the number of work orders, sick and vacation time. The Director will also try to obtain information concerning the number of work orders for the previous year. The board may also want to review the average number of days, the average number of apartments that are turning-over in a month, the number of work orders and the number of man hours worked during the month.**

8. New Business:

1. **Executive Director's Evaluation:** The board will evaluate the Executive Director based upon the average of each of the responses of the individual board members. It was agreed that the board would go into executive session at the June meeting in order to discuss this as well as some other union and staffing issues.
2. **SEMAP:** There were no proposed changes to the annual SEMAP. Although this will not need to be submitted until August, the Director will provide a copy of it to the Dedham Housing Authority in order to confirm that the responses are accurate.

9. Next Meeting: The board agreed that the next board meeting would be held at 6:00 P.M. in Town Hall on Monday, June 20<sup>th</sup>.
10. Adjournment: A motion was made by Don Becker, seconded by Donna Brescia, to adjourn the meeting at 7:10 P.M. The vote was unanimous (4). Upon a roll-call vote, the Board voted to convene in executive session to discuss maintenance union negotiations and that the meeting would not reconvene in open session. The vote was unanimous (4).
11. Executive Session:

  
Donna M. Hamilton, Executive Director

A true copy