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MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting

Town Hall, Room 1

April 24, 2012

1. Attendance: The attendance was taken at 6:10 P.M. Commissioners Leo Saidnawey, Sallye Bleiberg, Charles Laverty and Don Becker were present. Also present were the Executive Director, Donna Hamilton and Anne Allen from the League of Women Voters. Commissioner Donna Brescia was absent.
2. Open Forum: There was no discussion under Open Forum this month.
3. Reading and Approval of the Minutes of the Meetings:

-April 3, 2012 Regular Meeting: A motion was made by Sallye Bleiberg, seconded by Charles Laverty, to approve the minutes of the April 3, 2012 Regular Meeting. The vote was unanimous (4).
4. Bills and Communications:

Revolving Fund: Checks #1155 through #1203: A motion was made by Leo Saidnawey, seconded by Sallye Bleiberg, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (4).

4001:

MRVP – AHVP: Checks #49 and Check #50: A motion was made by Leo Saidnawey, seconded by Sallye Bleiberg, to approve the checks on the MRVP-AHVP Warrant. The vote was unanimous (4).

689-1:

Section 8: EFT 4/1/2012: A motion was made by Leo Saidnawey, seconded by Sallye Bleiberg, to approve the Section 8 EFT. The vote was unanimous (4).
5. Executive Director's Report: The board reviewed the email from the Bookkeeper that referred to the computer program automatically assigning check numbers for direct deposit direct and it was decided that the Director would ask the authority's computer consultant if this issue could be addressed.
6. Agenda Items for Board Vote: There were no agenda items requiring a board vote this month.

7. Report of Committees:

1. Belmont Housing Trust: Commissioner Charles Lavery reported that the Belmont Housing Trust met with Chris Starr to discuss the inclusionary zoning and affordable housing component of the proposed Cushing Village development.
2. Community Preservation Projects: The board briefly discussed the status of the CPA funds and the list of projects that could be submitted by the Belmont Housing Authority. It was also noted that the dhcd letter of approval concerning the authority's Capital Improvement Plan also referenced the fact that these funds should be utilized as much as possible.

8. Unfinished Business:

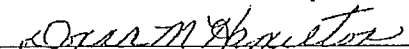
1. Vacancy and Turnover Procedures: It was decided that due to the randomness of the apartment vacancies and work orders, **the Maintenance Supervisor will provide more detailed information about the vacant apartments for the last two months.** It was further decided that the board reports would remain the same until the additional information could be reviewed.
2. Discussion of Solar Installations for Belmont Housing Authority Developments: The board reviewed the status of the proposed solar installations with regard to dhcd's discussions with Power Options. Because prospective bidders would be precluded from any involvement in developing the specifications, the authority would have to retain an independent consultant in order to pursue a competitive bid process. Any documents would then have to be approved by dhcd prior to soliciting bids. **It was agreed that the Director would contact Debra Hall about meeting with the authority.**
3. Discussion of Interviews for Fee Accountant: The Director and Commissioner Donna Brescia will interview two more Accounting Firms prior to making a recommendation to the board.
4. Punch List and Close-Out of Steps at Sherman Gardens Apartments: The Director told the board that there would a meeting to review the punch list and that the Architect would then be able to certify that the remaining work had been completed.
5. Written Clarification from Bookkeeper of February Checks: Because this issue had been discussed under the Executive Director's Report there was no further discussion.

9. New Business:

1. Telephone Service: Because of the cost of telephone service, Commissioner Leo Saidnawey requested that the Director contact Comcast in order to compare prices with Verizon.

10. Next Meeting: Due to the Monday holiday on the 28th the board agreed that the May board meeting would be held in the Town Hall at 6:00 p.m. on Monday, May 21, 2012.

11. Adjournment: A motion was made by Leo Saidnawey, seconded by Sallye Bleiberg, to adjourn the meeting at 6:25 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 open session would not reconvene at the close of the Executive Session.


Donna M. Hamilton, Executive Director

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