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MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting

Town Hall, Room 1

February 28, 2011

1. Attendance: The attendance was taken at 6:00 P.M. Commissioners Leo Saidnawey, Donna Brescia, Don Becker, Sallye Bleiberg and Ann Verrilli were present. Also present were the Executive Director, Donna Hamilton and Charles Laverty.
2. Meeting with Belmont Housing Authority Residents: There were no residents present at the meeting.
3. Reading and Approval of the Minutes of the Meetings:

-January 24, 2011 Regular Meeting: A motion was made by Leo Saidnawey, seconded by Donna Brescia, to approve the minutes of these meetings. The vote was unanimous (5).
4. Bills and Communications:

Revolving Fund: Checks #379 through #444: A motion was made by Leo Saidnawey, seconded by Donna Brescia, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (5).

4001:

MRVP – AHVP: Checks #21 and #22: A motion was made by Leo Saidnawey, seconded by Donna Brescia, to approve the checks on the MRVP – AHVP Warrant. The vote was unanimous (5).

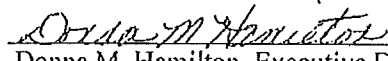
689-1:

Section 8: EFT 2/1/2010: A motion was made by Leo Saidnawey, seconded by Donna Brescia, to approve the Section 8 EFT. The vote was unanimous (5).
5. Executive Director's Report:
 1. Update on BMLD Low-Income Energy Assistance Program: As a follow-up to the Belmont Municipal Light Department Residential Low Income Rate Change Application, the Director will contact Roger Colton with an update on the number of eligible apartments. Also since the Belmont Housing Authority was the first Massachusetts housing authority to receive and complete an ARRA funded project to upgrade the heating systems and install additional insulation, the board may want to include this in a subsequent article for the Belmont Citizen Herald. The Director will also inquire about the availability of any Nstar programs to replace Refrigerators.

5. Executive Director's Report (continued): The Director will also check the income limits for state-aided public housing developments.
 2. Report on Vacancies: The board discussed the maintenance vacancy turnover rate with regard to the number of vacancies, length of vacancies, size and condition of the apartment, and number of other work orders. The Tenant Selection Coordinator also sends several update and waiting list letters to applicants on the waiting list well in advance of any available apartments. In reviewing the apartment turnover rate the board agreed that it would be helpful to know, on a monthly basis, the number of *man-hours* per month that the maintenance department is working. This information would be helpful in determining the number of actual hours that are spent on maintenance and would reflect any vacation, personal and/or compensatory time. If there are any workers compensation claims or other absences in the maintenance department, this information will also be included as well.
6. Agenda Items for Board Vote:
 1. CFA Amendment #2 for Belmont Village Heating Systems: A motion was made by Leo Saidnawey, seconded by Don Becker, to approve Amendment #2 for the Belmont Village Heating Systems. The vote was unanimous (5).
 2. Approval of Change Order #2 for Belmont Village Heating Systems: A motion was made by Leo Saidnawey, seconded by Don Becker, to approve Change Order #2 for the Belmont Village Heating Systems. The vote was unanimous (5).
7. Report of Committees:
 1. Belmont Housing Trust: Commissioner Ann Verrilli told the board that the Belmont Housing Trust is continuing to focus on the Community Preservation Act and drafting a by-law that will create a Community Preservation Committee. It appears that any subsequent funding may be available around July of 2011.
8. Unfinished Business:
 1. Waverley Oaks/Trapelo Road Sidewalks: The board agreed that the Director would contact Peter Castagnino to determine if there are any further approvals that would be required in order to designate the sidewalk across from Waverley Oaks Apartments as a high priority clearance area.
9. New Business:
 1. New Liaison to Belmont Council on Aging: The board unanimously agreed that Commissioner Leo Saidnawey would be the new Belmont Housing Authority Liaison to the Belmont Council on Aging.

9. New Business (continued):

2. Union Negotiations/Executive Director: The board agreed that the Director would continue to be present at Union Negotiation meetings.
10. Next Meeting: The board agreed that the next regular board meeting will be held at 6:00 P.M. on March 28th in the Belmont Town Hall.
11. Adjournment: A motion was made by Don Becker, seconded by Leo Saidnawey, to adjourn the meeting at 6:45 P.M. The vote was unanimous (5). 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 (5).


Donna M. Hamilton, Executive Director

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