



Special Meeting

Virtual Zoom Meeting

August 25, 2022

ATTENDANCE-

Board of Commissioners in Attendance- Gloria Leipzig, Charles Laverty III, Anne Mahon, Cassandra Page
Cambridge Housing Authority Staff in Attendance- Allison MacMartin, John Filip, Karrie Caravan, Kevin Braga, Mike Johnston, Brenda Downing, Sara Vogel
Tenant Association Members in Attendance- Sally Sennott, Lynn Martin
Also in Attendance- housing authority residents and members of the public

Meeting was called to order by Board Chair, Charles Laverty at 5:02PM

OLD BUSINESS-

1. Clark Lane Easement- Memo & Recommendation: Mike Johnston

LHA's have a responsibility to ensure its land is available for development, and it is uncommon for any LHA to relinquish ownership or control over their property. The neighbors came forward to request a permanent easement to install a driveway, and the Board voted to pursue this easement. This vote occurred before anyone looked at the land or consulted with the Clark Lane Management Team to ensure such an arrangement would not impact current or future BHA operations. 689 management has since expressed concern that the driveway would interfere with resident transportation and negatively impact the operation. Furthermore, easements would require approvals from both the LHA and Attorney General with additional RFP requirements for easements exceeding \$35,000 value. Therefore, and seeing as there have not been any damages for the neighbors, I would recommend rescinding the previous vote and reconsidering another arrangement such as a revokable license, which the neighbors may not be interested in pursuing according to previous minute notes.

Anne Mahon, comment- the neighbors did express at a previous meeting that they were open to allowing BHA to use the theoretical driveway for vehicle turnaround

Gloria Leipzig, comment- The previous ED did not offer an impact analysis, consult with 689 Management, or discuss requirements for granting an easement. Had more information been provided in 2019, the Board may not have moved forward.

Cassandra Page- The Nortons should be provided with the requirements so they can have the opportunity to move forward the right way including presentation of an impact analyst.

Chuck Laverty- The neighbors initially reached out in August 2019, and, as I expressed to Jill Norton, there were a lot of unforeseen changes, but there is evidence that the BHA and CHA have attempted to maintain communication. The neighbors have not shown any expenditures in this process since the presentation 3 years ago.

Public Comment –

Tomi Olson- I think that we can infer they the neighbors did spend money, the land is unlikely to be appraised at a \$35,000 level, and the Board should not make the decision without them present.

- i. Allison MacMartin, response- the Nortons were notified on August 9, the meeting was announced 48 hours in advance, and I reached out to them directly as a courtesy
- ii. Chuck Laverty, response- the Nortons very clearly stated they want to bring this to conclusion. They were given notice and we should not delay this any further. If the vote should be rescinded because proper information was not available, the Nortons' have a right to return to the Board with their request in the future.
- iii. Mike Johnston, comment- No matter what the value of the property is, you have to go through the public procurement process.

Motion to rescind the 2019 vote on granting easement to the Nortons:

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

2. Reasonable Accommodation, Language Access, Fair Housing Marketing Plans- *Delayed for vote until September to ensure proper tenant participation opportunity*

NEW BUSINESS-

1. September Regular Board Meeting Location – Waverley Oaks Community Room.

2. Housing Production Plan Advisory Committee- Looking for a 1-year appointment to a temporary committee to help steer progress for an approved housing production plan by next spring.
-Anne Mahon volunteered
3. Other Items Unanticipated by Chair- no comment

EXECUTIVE DIRECTOR'S REPORT- Allison MacMartin

1. Staffing Update- one maintenance laborer resigned, and we are actively recruiting for the position. We are working with the BHA Maintenance Union to see if we can use some casual laborers from CHA to help fill the gap during the interim. We are also hoping to add an additional laborer to our course, which requires DHCD approval.
2. Capital Improvements Update – 2 projects will be happening in the near future:
 - a. We have a kickoff meeting next Wednesday regarding the Clark Lane Kitchen and Flooring Project
 - b. The Waverly Oaks Community Room Upgrade and Common Area Flooring: the ARPA funding is approved and scope of work has been created
3. Feasibility Study Update- We hope to have Planning and Development join us at the September or October meeting to provide a more extensive update, but the P&D department is using the CPA funding and working with the pre-development team to provide the BHA Board, State, and Residents with a recommendation as to a redevelopment strategy before pursuing DHCD approval to hire an architectural and engineering team to provide design services that will allow them to apply for and receive zoning approvals. The P&D team is exploring both new construction and rehab scenarios and will schedule a second resident meeting once the preliminary costs have been determined.
4. There have been some bed bug cases at Sherman Gardens, and we are working with exterminators to resolve these cases and prevent this from spreading to a wider area. All tenants and the Board of Health have been notified.

Comments from the Board

Gloria Leipzig, comment on maintenance staffing- Are you looking to fill a temporary position or hire a contractor?
Allison MacMartin, response- We have painting, plumbing, and electricity contracts to alleviate those labor needs on our workers. We are hoping the union will allow BHA to bring on a CHA laborer to provide temporary assistance. We hired third party contractors in the past for landscaping and such, but we are hoping a CHA staff member will be able to provide more support for to the BHA team.

Gloria Leipzig, request for an update on vacancies- Allison MacMartin, response: BHA is in a cycling phase with Administrative Transfers, residents passing, etc. but with the painting contractors should alleviate some of those turnaround demands so the BHA team can focus on completing work orders.

Gloria Leipzig, request for an update on delinquencies- Allison MacMartin, response: BHA is resuming standard rent delinquency practices in September, and all residents have been alerted to this change. There were also changes with RAFT, so residents need an NTQ to be approved for emergency rental assistance, so we're taking that into consideration with this decision.

TENANT ASSOCIATION

Sally Sennott- Porchfest 2022 flyers will be distributed to residents to join us at Waverley Oaks on September 10, 2022 between 2pm and 3:30pm to enjoy music by the Fly by Brass Band. The Board is invited, and we hope to inspire a sense of community through music!

Lynn Martin- The Board will be voting on the TA Budget following a recent meeting with our Mass Union Rep.

PUBLIC COMMENT

Tomi Olson- for clarification-is the easement regarding the 5 Clark Lane Property?

Allison MacMartin, response: No, this is regarding the 689 property.

Tomi Olson- Is there a change to the maintenance procedure so the residents have to sign off on work orders?

Gloria Leipzig- The Board is not involved in the day-to-day operations.

ITEMS FOR APPROVAL

1. July Regular Meeting Minutes (7/21/22)

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

2. Belmont Tenant Association FY23 Budget



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

3. Reverse Architecture Invoice #070.2022.007

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

4. CHA Invoice #2022-01 (Sherman Gardens)

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

5. CHA Invoice #2022-02 (Belmont Village)

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

CONFIRMATION OF NEXT MEETING: September 15, 2022 at 5:00pm at Waverley Oaks

ADJOURNMENT

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

Meeting Adjourned: 6:09PM