

MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting

59 Pearson Road

March 24, 2008

1. Attendance: The attendance was taken at 6:00 P.M. Commissioners Leo Saidnawey, James Murphy, Don Becker, Ann Verrilli and Sallye Bleiberg were present. Also present were the Executive Director, Donna Hamilton; Anne Allen from the League of Women Voters and residents of Belmont Village.
2. Meeting with Residents of Belmont Village: As discussed at the previous meeting, the prices for the infra-red testing had been submitted to DHCD for approval. The residents also asked about their involvement in trimming the bushes around their buildings, however the Authority has the responsibility for maintaining the grounds. It was agreed that the Authority will consider price estimates from landscaping companies who may be able to provide this service on a regular basis. The Authority will also try to estimate the cost of repairing the clothes yards at Belmont Village. The Director will send a memo scheduling a meeting with residents to discuss some of these issues.
3. Reading and Approval of the Minutes of the Meetings:
 - February 25, 2008 Regular Meeting: A motion was made by Sallye Bleiberg, seconded by Leo Saidnawey, to approve the minutes of this meeting with a revision that the discussion of the water bills be included. The vote was unanimous (5). The BHA maintenance department will try scheduling inspections of ten (10) units per month in each development to check for leaks or other problems in the units. The Authority will also send out a reminder to all residents that any problems need to be reported to management immediately. There will be no change to the current practice that restricts outdoor water use.
4. Bills and Communications:
 - Revolving Fund: Checks #13176 through #13225: A motion was made by Leo Saidnawey, seconded by Sallye Bleiberg, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (5).
 - 4001:
 - MRVP-AHVP: Checks #1565 through #1566: A motion was made by Leo Saidnawey, seconded by Sallye Bleiberg, to approve the checks on the MRVP-AHVP Warrant. The vote was unanimous (5).
 - 689-1:
 - Section 8: EFT - 3/1/2008: A motion was made by Leo Saidnawey, seconded by Sallye Bleiberg, to approve the Section 8 EFT. The vote was unanimous (5).

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5. Action Items from December 10, 2007 and January 28, 2008 Meeting:

1. Sub Categories for Maintenance Materials - The Board received copies of the maintenance material information that had been prepared by Tom Joy. The Board will provide comments as needed on any future revisions. The Board agreed that this item would be removed from the agenda pending the need for further information.
2. Resident Feeding Squirrels at SG: The Tenant Selection Coordinator will be meeting with the resident and the board agreed that this item would be removed from the agenda.

6. Executive Director's Report:

1. Apartment Vacancies: The Board reviewed the cumulative list of vacant apartments that was provided by the Tenant Selection Coordinator and included two apartments at Waverley Oaks Apartments. The Authority has also listed the handicapped accessible apartment on the MassNAHRO website.
2. Monthly Revenue Collection Report: The Board reviewed the monthly collection report including the continuing court agreements and evictions.
3. Meetings with Sherman Gardens and Waverley Oaks Apartments: At the last meeting with the residents that was held on March 19th, residents of Sherman Gardens again asked about the blood pressure clinics. The Director will check with the Belmont Health Department concerning the possibility of the MRC becoming involved in the blood pressure clinics.
4. Update on Modernization Projects: The Board will continue to receive a written update in the monthly packet that provides information on the status of the modernization projects.
5. MassNAHRO Legislative Day: Commissioner James Murphy, the Executive Director and the Tenant Selection Coordinator attended the MassNAHRO Legislative Day on March 5th and further attended the legislative hearings concerning funding for housing authorities. The Authority also thanked State Representative Will Brownsberger and Senator Steve Tolman for their efforts with regard to funding issues. The Director will be attending the MassNAHRO Spring Conference in May.

7. Report of Committees:

1. Belmont Housing Trust: Commissioner Ann Verrilli informed the Housing Trust of the property information. The BHT will also be exploring the availability of funds through the HOME Consortium. The exploratory committee also asked for input from the Housing Authority with regard to funding through the Community Preservation Act. Commissioner Ann Verrilli will send the list of possible suggestions to the Authority members.

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7. Report of Committees (continued):

2. Sub-Committee on Maintenance: No report this month.

8. Unfinished Business:

1. Sustainable Belmont Climate Action Plan: Commissioner Don Becker attended the meeting that focused on saving energy and to evaluate enhanced transportation for senior citizens and disabled individuals. The Director will check with MassNAHRO with regard to recycling programs in other communities. The Board will also consider energy audits for Sherman Gardens and Waverley Oaks Apartments. The Director will also check with the Belmont Light Department to inquire about the possibility of energy audits for Belmont Housing Authority Developments.
2. DHCD Mixed-Finance Program Planning Grant: The discussion was tabled.
3. Resident Survey: Commissioner Sallye Bleiberg had provided the Board with copies of the proposed resident survey and asked for any comments or revisions. The Board agreed that the survey would be revised to include general comments and will also inquire if the residents have internet access.

9. New Business:

1. Board Information: Commissioner Leo Saidnawey asked the Board if they would prefer to receive information electronically rather than hard copies. It was agreed that the Authority would consider purchasing a Scansnap or some other similar equipment including a copier that might also have this capability. The Director will obtain information that will be presented to the Board for approval prior to purchasing any new equipment.
2. Letter from Tenants: The Board agreed that this discussion should be held in executive session.
3. Annual Meeting: The Board acknowledged that the election of officers would be held at the next meeting.
4. Contract for Steps at Sherman Gardens: A motion was made by Leo Saidnawey, seconded by Sallye Bleiberg, to approve the extended Contract for Financial Assistance for the steps at Sherman Gardens Apartments. The vote was unanimous (5).
5. Belderbus: Due to the fact that the recent bills from the Council on Aging exceeded the original amount, the Board agreed to pay the increased cost retroactively to October of 2007.

9. New Business Continued: A motion was made by Leo Saidnawey, seconded by Sallye Bleiberg to authorize the Director for spend up to \$200.00 per month for transportation through the Belderbus. The vote was unanimous (5). The Council on Aging will also be required to notify the Authority in writing of any changes in the cost.

10. Next Meeting: The Board agreed that the Retreat Meeting would be scheduled at 6:30 P.M. on April 10th at Belmont Village. The Director will check on the posting requirements for this meeting.

11. Adjournment: A motion was made by Sallye Bleiberg, seconded by James Murphy, to adjourn the regular meeting at 7:25 P.M. The vote was unanimous (3).

Director

Donna M. Hamilton, Executive

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