

MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting  
August 11, 2008

Sherman Gardens Apartments

1. Attendance: The attendance was taken at 6:15 P.M.  
Commissioners Leo  
Saidnawey, Don Becker and Sallye Bleiberg were present. Also  
present  
were the Executive Director, Donna Hamilton; and residents of  
Sherman  
Gardens Apartments. Commissioners Ann Verrilli and James  
Murphy were  
absent.

2. Meeting with Residents of Sherman Gardens Apartments: The  
board reviewed  
the current status of the modernization projects at Sherman  
Gardens  
Apartments. The residents were advised that there had been  
some  
additional work that had been done to the Fire Alarms and  
that the  
Landscape Architect was still working on the specifications  
for the  
outside steps.

3. Reading and Approval of the Minutes of the Meetings:

-June 23, 2008 Regular Meeting: A motion was made by Don  
Becker,  
seconded by Sallye Bleiberg, to approve the minutes of this  
meeting.  
The vote was unanimous (3).

4. Bills and Communications:

Revolving Fund: motion was made Bleiberg, Revolving Fund (3).	Checks #13381 through #13470: A by Don Becker, seconded by Sallye to approve the checks on the Warrant. The vote was unanimous
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4001:

MRVP-AHVP:  
#1576: A motion  
Sallye  
the MRVP-AHVP  
(3).

Checks #1571 and #1574 through  
was made by Don Becker, seconded by  
Bleiberg, to approve the checks on  
Warrant. The vote was unanimous

689-1:

Section 8:  
Don Becker  
approve the  
unanimous (3).

EFT - 7/1/2008: A motion was made by  
seconded by Sallye Bleiberg, to  
Section 8 EFT. The vote was

5. Action Items from June 23, 2008 Regular Meeting:

Included in the August 11, 2008 Regular Monthly Meeting  
Report were  
the updates on the status of the Action Items from the June  
23, 2008  
Regular Meeting.

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5. Action Items from June 23, 2008 Regular Meeting (continued):

These items

included the price estimates for landscaping and repair of  
clothes yards,  
maintenance inspections for water saving repairs/replacement  
initiatives,  
blood pressure clinics for Sherman Gardens and Waverley Oaks  
Apartments,  
water runoff at Waverley Oaks Apartments, the new BHA  
website, recent  
traffic issues at Belmont Village, DHCD Mixed-Finance Program  
Planning  
Grant, Section 8 Funding for Beaverbrook STEP, Chain Link  
Fence at  
Waverley Oaks Apartments, Legal Costs, Rent Write-Off Report,  
and the BHA

PHA Plan. **The board agreed that the Director should contact  
Peter**

**Castagnino to sign-off on the issue of speed bumps at Belmont  
Village**

**since they may not be effective and should only be used as a  
last resort**

to address the traffic issues in the development. The Director will also inquire about the alternate possibility of a speed table rather than speed bumps.

6. Executive Director's Report:

The agenda items in the written report of the Executive Director's Report included an update on the apartment vacancies, monthly revenue collection report, meetings with Sherman Gardens Apartments, Waverley Oaks Apartments and Belmont Village, the current status of all modernization projects, the recent meeting with Tom Wade, the Executive Director of the Watertown Housing Authority, an update on the status of the Clark Lane renovations, and the resident survey information for Belmont Village.

A motion was made by Sallye Bleiberg, seconded by Don Becker, to sign-off on the PHA Plan for Belmont Housing Authority. The vote was unanimous (3).

The board agreed that the Authority will require that the new Fire Alarms at Sherman Gardens Apartments be upgraded to the Class A system that was originally specified by Nangle Engineering, Inc. The Director will contact both dhcd and Nangle Engineering to advise them of this matter.

The new Fee Accountant, John Marotto, will be ready to begin at the start of the fiscal year after the June close-out for FY 2008.

The board agreed that the Director should contact dhcd about the status of the Mixed-Finance Program Planning Grant in order to obtain further information for the September board meeting.

A motion was made by Sallye Bleiberg, seconded by Don Becker, to

authorize the Director to investigate the cost of a consultant to project-base two (2) Housing Choice Vouchers for Beaverbrook STEP.

The motion was further amended to authorize the Director to spend

up to \$3,000.00 to proceed without further board approval.

The

vote was unanimous (3). The Director will immediately notify Beaverbrook

STEP of this decision.

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6. Executive Director's Report (continued):

The board agreed to postpone any further discussion of Springwell services until the entire board is present. The Director will contact the Belmont Health Department prior to the next board meeting to

inquire about the LPN that they had recently hired in connection

with Watertown to see if blood pressure clinics for Sherman Gardens

and Waverley Oaks Apartments could be incorporated as well.

The Director

will also contact dhcd to see if any other authorities are using other

agencies to provide similar services. The Director will further check

with NAHRO to find out the status of the legislation that would provide

additional funding for these services.

The Director will request additional funding from dhcd to hire a

Project Manager or Clerk of the Works for Belmont Village when that

project proceeds.

The Director will contact Tom Wade prior to the next board meeting to

obtain further information concerning legal expenses.

\*The board agreed that any items that are included in the written

report of the Executive Director do not need to be restated on the

agenda. A separate section will however, be included in the agenda for "votes" and the Director will also put an asterisk next to the items in the report that will require a board vote.

7. Report of Committees:

- Belmont Housing Trust: No Report this month.

8. Unfinished Business:

- Contract for Repair of Retaining Wall at Sherman Gardens: A motion was made by Sallye Bleiberg, seconded by Don Becker, that the contract for the repair of the Sherman Gardens retaining wall be awarded to the lowest bidder, Kelly Brothers Landscaping, Inc. The vote was unanimous (3).

2. Vote to Approve PHA Plan: No further discussion.

9. New Business:

- 2 Alarms at Sherman Gardens Apartments/Letter from Nangle Engineering:  
No further discussion.
- 3 Regular Meetings: **The board agreed that unless it would not be possible to obtain a quorum at the regular meeting, there will be no further changes to any previously agreed upon meeting dates. At the next meeting, the board will discuss and vote on the matter so that the By-Laws can be amended accordingly.**

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10. Next Meeting: The Board agreed that the next regular meeting would be held at 6:15 P.M., on September 22<sup>nd</sup> at Waverley Oaks Apartments.

11. Adjournment: Upon a roll-call vote, the Board agreed to convene in executive session at 6:55 pm. to discuss the AFSCME Union Contract and

that the meeting would not reconvene in open session. The  
vote was  
unanimous (3).

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Executive Director

Donna M. Hamilton,

a true copy