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MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting

Town Hall, Room 4

June 13, 2016

1. Attendance: The attendance was taken at 5:40 P.M. Commissioners Donna Brescia, Gloria Leipzig, Anne Mahon, Tommasina Olson and Leo J. Saidnawey were present. Also present was Donna Hamilton.

2. Open Forum: There was no discussion under Open Forum this month.

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

-March 2, 2016 Special Meeting: A motion was made by Anne Mahon, seconded by Tommasina Olson to approve the Minutes of the March 2, 2016 Special Meeting. The vote was unanimous (5).

-April 25, 2016 Annual Meeting: A motion was made by Anne Mahon, seconded by Tommasina Olson to approve the Minutes of the April 25, 2016 Annual Meeting. The vote was unanimous (5).

-April 25, 2016 Regular Meeting: A motion was made by Anne Mahon, seconded by Tommasina Olson to approve the Minutes of the April 25, 2016 Regular Meeting. The vote was unanimous (5).

4. Bills and Communications:

Revolving Fund: A motion was made by Leo J. Saidnawey, seconded by Anne Mahon, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (5).

4001:

AHVP: A motion was made by Leo J. Saidnawey, seconded by Anne Mahon, to approve the check on the AHVP Warrant. The vote was unanimous (5).

689-1:

Section 8: A motion was made by Leo J. Saidnawey, seconded by Anne Mahon, to approve the Section 8 EFT for May 2016 and the EFT for June 2016. The vote was unanimous (5).

5. Executive Director's Report: The board briefly discussed some of the administrative and maintenance costs within the budget and the board also requested to have a copy of the most recent Town Report for the Belmont Housing Authority.

6. Agenda Items for Board Vote:

7. Report of Committees:

1. Belmont Housing Trust:

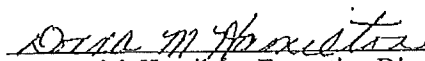
2. Community Preservation Committee: Since the CPC application will be due in September, the board will review possible projects at the next regular meeting.

8. Unfinished Business:

1. Discussion of Housing Consultant: The board will review the response to the RFP at the next meeting.
2. Status of Maintenance Work Orders/Annual Inspections: The board discussed that the office and the maintenance department have been reviewing and updating the work orders in the computer system and that the authority will also consider updating its current computer programs.
3. Discussion of CPA Funds: The board will review potential projects for the upcoming application period.

9. New Business:

1. New Computer Software: In addition to upgrading some of the authority's computer software, the authority will also consider a new system of work orders including cloud based information systems and smart phones.
10. Next Meeting: The board agreed that the next regular meeting will be held on July 18, 2016 at 5:30 p.m. in the Town Hall.
11. Adjournment: A motion was made by Anne Mahon, seconded by Gloria Leipzig, to adjourn the regular meeting at 6:20 p.m. in order to convene in executive session and that the board would not reconvene in open session. The vote was unanimous (5).

  
Donna M. Hamilton, Executive Director

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