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MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting

Town Hall, Room 1

July 18, 2016

1. Attendance: The attendance was taken at 5:30 P.M. Commissioners Leo J. Saidnawey, Gloria Leipzig, Anne Mahon and Tommasina Olson were present. Also present was Donna Hamilton. Commissioner Donna Brescia was absent.

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

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

-June 13, 2016 Regular Meeting: A motion was made by Leo J. Saidnawey, seconded by Tommasina Olson to approve the Minutes of the June 13, 2016, 2016 Regular Meeting. The vote was unanimous (4).

4. Bills and Communications:

Revolving Fund: Checks #3774 through #3816: 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 (4).

4001:

AHVP: Check #126: A motion was made by Leo J. Saidnawey, seconded by Anne Mahon, to approve the check on the AHVP Warrant. The vote was unanimous (4).

689-1:

Section 8: Check #3813: A motion was made by Leo J. Saidnawey, seconded by Anne Mahon, to approve the check on the Section 8 Warrant. The vote was unanimous (4).

5. Executive Director's Report: The board discussed potential changes to the work order reports and the tenant accounts receivable report. The board also requested that the maintenance department check one of the concrete building foundations at Sherman Gardens Apartments.

6. Agenda Items for Board Vote:

1. Vote to Approve Capital Improvement Plan for 2017: The board reviewed and discussed the Capital Improvement Plan for all Belmont Housing Authority developments. As previously discussed, the Capital Improvement Plan is primarily based on Priority 1 Health and Safety repairs. A motion was made by Tommasina Olson, seconded by Anne Mahon, to approve the Capital Improvement Plan for 2017 as presented. The vote was unanimous (4).

7. Report of Committees:

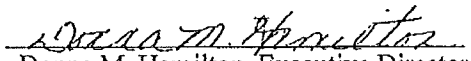
1. Belmont Housing Trust: The board discussed the recent housing forum that also focused on transitional housing and institutional development.
2. Community Preservation Committee: The board acknowledged that the community preservation applications are available on the Town's website and that the housing authority projects for consideration would be reviewed at the next board meeting in September.

8. Unfinished Business:

1. Discussion of Housing Consultant: Due to the time frame for submitting applications, the board authorized Commissioners Gloria Leipzig and Anne Mahon to serve on the committee that would review the RFP's and approve the contract award for the Housing Consultant.
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. The maintenance department will also have the updated work orders by the September board meeting.
3. Discussion of CPA Funds: The board will further discuss the CPC application at the September board meeting.
4. New Computer Software: The authority will continue to review new computer software with the Fee Accountant and Computer Consultants.

9. New Business:

1. Status of Resident Income Review: The authority will review the time frame and staff availability to begin the process for all developments.
10. Next Meeting: The board agreed that the next regular meeting will be held on September 12, 2016 at 5:30 p.m. in the Town Hall.
11. Adjournment: A motion was made by Leo J. Saidnavey, seconded by Anne Mahon, to adjourn the regular meeting at 8:40 p.m. in order to convene in executive session and that the board would not reconvene in open session. The vote was unanimous (4).


Donna M. Hamilton, Executive Director