

2017 OCT 17 PM 2:39

MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting

59 Pearson Road

April 24, 2017

1. Attendance: The attendance was taken at 5:40 P.M. Commissioners Charles R. Lavery, III, Tommasina Olson, Anne Mahon, Gloria Leipzig and Donna Brescia 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:

-February 27, 2017 Regular Meeting: The Minutes of the February 27, 2017 Regular Meeting were tabled until the next board meeting.
4. Bills and Communications:

Revolving Fund: Checks #4293 through #4356: A motion was made by Tommasina Olson, seconded by Anne Mahon, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (4).

4001:

AHVP: Check #135: A motion was made by Tommasina Olson, seconded by Anne Mahon, to approve the check on the AHVP Warrant. The vote was unanimous (4).

689-1:

Section 8: Check #4296: A motion was made by Tommasina Olson, seconded by Anne Mahon, to approve the checks on the Section 8 Warrant. The vote was unanimous (4).
5. Executive Director's Report: The Monthly Recap Sheet was distributed to the board. The request for additional consultant funds for recertifications was tabled. The Director will follow-up on the tenant accounts receivable because it appears that numbers for Sherman Gardens and Waverley Oaks Apartments may have been reversed. The board reviewed the rent timelines and the Director will contact the Attorney concerning tenants who have not paid the rent on time.
6. Agenda Items for Board Vote:
7. Report of Committees:
 1. Belmont Housing Trust: There will be a meeting on April 27, 2017 at 7:00 p.m. at the Beech Street Center to review the draft of the Housing Production Plan.
 2. Community Preservation Committee: The Warrant Committee Meeting is on April 24, 2017 at 7:00 P.M.

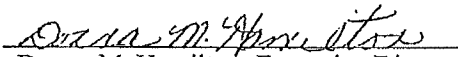
8. Unfinished Business:

1. Tenant Rent Determination: The staff will continue to work on rent redeterminations.
2. Tenant Accounts Receivable: The board reviewed the tenant accounts receivable in comparison to the previous month.
3. Monthly Fiscal Report: The board reviewed the Monthly Fiscal Report and the current bills.
4. RCAT Vendor Pricing: RCAT has indicated that they will be obtaining vendor prices for public housing authorities but the date has not yet been established.
5. Personnel Policy for Sick and Vacation Time: The board reviewed the personal sick time and staff job descriptions. There will be a Special Meeting to discuss personnel.
6. Sherman Gardens Tenant Issues: The Director will check on the cost of window washing.
7. Tenant Survey: The Director will resend the survey to the board.
8. Housing Consultant Monthly Update: The board briefly discussed the meeting with the Housing Consultants.
9. Affordable Housing Application: Tommasina Olson will review the application process.
10. Primary Residency Policy: The board will develop a policy that residents have to reside on the premises 9 months out of the year. Priscilla and Patty will be at both Sherman Gardens and Waverley Oaks Apartments 2 times a month.
11. Rent Collection Policy: The discussion was tabled.
12. Monthly Recap: The Monthly Recap was reviewed.
13. Computer Software: The discussion was tabled.

9. New Business:

1. Vendor Bills: The authority will review the vendor bills including the water Bills due to the high cost.
10. Next Meeting: The board agreed that there will be a Special Meeting at 6:00 p.m. on May 10, 2017 and that the next Regular Meeting will be held on May 25, 2017 at 6:00 P.M.

11. Adjournment: A motion was made by Gloria Leipzig, seconded by Anne Mahon, to adjourn the regular meeting at 6:50 p.m. for the purpose of meeting in executive session to discuss union negotiations and that the meeting would not reconvene in open session. The vote was unanimous (5).


Donna M. Hamilton, Executive Director

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