

MINUTES

BELMONT HOUSING AUTHORITY

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BELMONT, MA

Regular Meeting

59 Pearson Road

April 23, 2018

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Meeting was called to order by Vice-Chair Leipzig at 5:30 P.M.

1. Attendance: The attendance was taken at 5:30 P.M. Commissioners Gloria Leipzig, Charles R. Lavery, III, Anne Mahon and Tommasina Olson were present. Donna Brescia arrived 6P.M. Also present was Jaclyn Martin, Executive Director, Daniel Robillard, and housing authority tenants.

2. Open Forum:

Resident Mary Penta inquired about lighting and cameras at Belmont Village.

3. Nominations.

Vice-Chair Leipzig declared that the agenda would be taken out of order to skip nominations until the full board was present.

4. Report of Committees:

- a. **Belmont Housing Trust**: Commission Leipzig provided the following update: The planning board and Board of Selectmen approved Housing Production Plan. It has been submitted to DHCD for review and final approval.
- b. **Community Preservation Committee**: Commission Leipzig provided the following update: The CPC is still working on securing a consultant for scope of work.

5. Approval of the Minutes:

After review and discussion, the board made the following motions:

Motion by Commissioner Lavery to approve minutes of the February 26, 2018 Regular Meeting.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (4)

Motion declared passed.

Motion by Commissioner Olson to approve minutes of the March 20, 2018 Regular Meeting.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (4)

Motion declared passed.

6. Fee Accountant Report

Monthly Fiscal Report.

Daniel Robillard, CPA, explained that in preparing to take over do March financials, he had to re where he found mistakes which made the subsidy calculation

substantially wrong. Previous accountants had double counted February rent, which means that they under estimated subsidy calculation. Redid the February to start off on an accurate point. Also, previous accountants had buried prepaid in the tenant account receivable, where DHCD's new rule requires that they be split out.

Motion by Commissioner Lavery to accept and place on file the February 2018 Monthly Fiscal Report by Mine, Shaw and Robillard.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (4)

Motion declared passed.

Motion by Commissioner Lavery to accept and place on file the March 2018 Monthly Fiscal Report by Mine, Shaw and Robillard.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (4)

Motion declared passed.

<< Commissioner Brescia arrived at 6 P.M. Vice-Chair Leipzig then >>

FY18 Budget.

Daniel Robillard, CPA, of Milne Shaw and Robillard presented the FY2018 400-1, 689, and AHVP Budgets. After through discussion, the board made the following motions:

Motion by Commissioner Mahon to approve 400-1 Budget

Motion seconded by Commissioner Leipzig

Vote: Unanimous (5)

Chair declared motion passed

Motion by Commissioner Mahon to approve 689-1 Budget

Motion seconded by Commissioner Leipzig

Vote: Unanimous (5)

Chair declared motion passed

Motion by Commissioner Mahon to approve AHVP Budget

Motion seconded by Commissioner Leipzig

Vote: Unanimous (5)

Chair declared motion passed

Daniel Robillard, CPA, of Milne Shaw and Robillard presented the Executive Director salary calculation. The board then made the following motions:

Motion by Commissioner Mahon to approve the Executive Director salary calculation at maximum to be paid.

Motion seconded by Commissioner Leipzig

Vote: Unanimous (5)

Chair declared motion passed

Motion by Commissioner Olson to approve the administrative salaries as reflected in the budget.

Motion seconded by Commissioner Leipzig
Vote: Unanimous (5)
Chair declared motion passed

10 b. Capital Improvement Plan.

Executive director presented a proposed Capital Improvement Plan to the board, that was created with assistance from RCAT and discussions with residents.

Motion by Commissioner Olson to approve the Capital Improvement Plan as presented.
Motion seconded by Commissioner Mahon.
Vote: Unanimous. (4)
Motion declared passed.

3. Nominations.

Commissioner Brescia nominated Commissioner Tommasina Olson to serve Office of Chair.
Commissioner Lavery seconded nomination
Vote: All in favor (5); Opposed (0)
Motion declared passed.

Commissioner Leipzig nominated Commissioner Charles Lavery, III to serve office of Vice-Chair.
Commissioner Mahon seconded nomination
Vote: All in favor (5); Opposed (0)
Motion declared passed.

Commissioner Brescia nominated Commissioner Gloria Leipzig to serve office of Treasurer.
Commissioner Mahon seconded nomination
Vote: All in favor (5); Opposed (0)
Motion declared passed.

Commissioner Lavery nominated Commissioner Donna Brescia to serve office of Assistant Treasurer.
Commissioner Mahon seconded nomination
Vote: All in favor (5); Opposed (0)
Motion declared passed.

Commissioner Leipzig nominated Commissioner Anne Mahon to serve office of Assistant Secretary.
Commissioner Lavery seconded nomination
Vote: All in favor (5); Opposed (0)
Motion declared passed.

7. Vendor Report.

Executive Director provided an updated check register and board reviewed check register and vendor list. After brief discussion regarding utility consumption.

Motion by Commissioner Mahon to accept and place on file check register for all programs.

Motion seconded by Commissioner Lavery.

Vote: Unanimous.

Motion declared passed

7. Executive Director's Report:

Report. Commissioners were provided a written report in advance of the meeting. Additionally, the following verbal report was provided:

Very busy month! Working on tenant account receivables. Family development is down to \$10,600. Many hours, now addressing outstanding senior balances.

About sixty recerts covering January – July were sent out and are being processed.

Held tenant meetings explained different processes with annual recertifications, and CIP plan in front of residents at all three

Newsletter interest by tenants, as well as tenant organizations.

We anticipate the library boxes to be put up in May.

Two Reasonable Accommodation temporary ramps installed at Belmont Village last wed.

Emergency sewer repair. We got DHCD and RCAT involved right away. We will submit invoices to DHCD to see if they will cover under compliance reserve or take from our formula funding.

As discussed with fee accountant while reviewing budges, bringing up our reserve will allow us to address items such as lighting and cameras.

We are putting pressure on contractor who is doing the work at Sherman Garden. The same contractor is doing the ramp, paving, and handrails. We are utilizing our construction manager at DHCD and our engineer to get this completed.

E.D. sat down with a reporter from the Belmont Citizen. She reached out to discuss Sherman Gardens. We talked for over a half hour. Hopefully willingness to talk will foster some good will.

DHCD has certain criteria that we are required to meet in relation to maintenance operations. To meet these standards, and be in compliance, there needs to be a discussion with the union and changes made to our operations.

Belmont Savings Bank paperwork has been submitted, please contract bank to provide necessary information for signature card.

Vacancies. The family unit is a substantial turn around as the family was long term resident, which is more than a quick turn.

Discussed rent collection policy already in effect.

10a. Certificate of Substantial Completion.

Fish# 026044 – Fiber Control Inc. provided a certificate of substantial completion.


Motion by Commissioner Brescia to approve certificate of substantial completion for Fish #026044.

Motion seconded by Commissioner Lavery.

Vote: Unanimous. (5)

Motion declared passed.

11. Adjournment: A motion was made by Commissioner Lavery, seconded by Commissioner Brescia, to adjourn the regular meeting at 7:08 P.M. The vote was unanimous (5).


Jaclyn M. Martin, Executive Director

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