

MINUTES

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BELMONT HOUSING AUTHORITY

Regular Meeting

59 Pearson Road

March 20, 2018

1. Attendance: The attendance was taken at 6:00 P.M. Commissioners Donna Brescia, Gloria Leipzig and Tommasina Olson were present. Also present was Jaclyn Martin, Executive Director, Resident Mary Pena, Selectman Jim Williams, and Daniel Robillard, CPA. Commissioners Charles R. Lavery, III and Anne Mahon were absent.

2. Open Forum:

No comments.

3. Report of Town Finances by Selectman Jim Williams

Selectman Williams presented the Town of Belmont's 2017 financial statements and the five-year projected revenues, expenses and deficits.

4. Report of Committees:

- a. **Belmont Housing Trust**: Commission Leipzig provided the following update: Belmont Housing Trust is working to get approval of by planning board for Housing Production Plan, hopefully by the end of April. Once approved by the planning board, it will be presented to the Board of Selectmen. Working with the planning board on the affordability documents for the Bradford twelve units. Massachusetts Smart Growth Alliance held an event on March 8th about transit-oriented development type of community development that includes a mixture of housing, office, retail and/or other amenities.
- b. **Community Preservation Committee**: Commission Leipzig provided the following update: She met with Jaclyn and Mass Housing Partnership over a month ago. Waiting to hear back to get a scope of services for a housing consultant and some firms that can provide the service.

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

-February 26, 2018 Regular Meeting

Motion by Commissioner Leipzig to approve minutes.

Motion seconded by Commissioner Olson.

Vote: Vote passes 2 to 0, with Commissioner Brescia abstaining.

Chair Brescia declared vote passed.

6. Fee Accountant Report

Director indicated that the Accountant was coming in later that week, so the February 2018 monthly financials will be provided in advance of the next meeting.

7. Vendor Report.

Executive Director provided an updated check register and board reviewed check register and vendor list. The Board briefly discussed the Section 8 administration contract with Dedham, and the admin fees received by the Authority.

Motion by Commissioner Olson to approve check register for all programs.
Motion seconded by Commissioner Leipzig.
Vote: Unanimous.

8. Executive Director's Report:

Report. Commissioners were provided a written report in advance of the meeting. Commissioner Brescia inquired about temporary employees. ED indicated that she is utilizing help from other housing authorities until such time as the personnel matter is addressed. The ED indicated that progress was being made on the AUP issues, i.e. TARS Annual recertifications, and ED will provide an update for the next meeting. Maintenance related issues i.e. work orders, vacancy turn overs and work order system will be addressed in the future.

a. Modernization Update.

Refer to ED report.

- a. Sherman Gardens – Tile project. The door sweep to go with the ADA threshold was not compatible for our doors. The architect has changed it to a door shoe.
- b. Sherman Gardens ADA Ramp. Electrical engineer is working with the electrical inspector to resolve outstanding issues.

9. Recommendation by Executive Director for accounting services; Interview of Daniel Robillard, CPA of Milne, Shaw & Robillard, P.C., Boards consideration and discussion of accounting services in advance of vote.

E.D. provided a recommendation to the board to consider after interviewing Daniel Robillard, CPA. He answered board questions and indicated that the board would be providing timely reports and is available to meet with the board on an ongoing basis and not just at budget time. Mr. Robillard explained the types of reports that will be forthcoming to the board.

10. Agenda Items for Board Vote

- a. Vote to approve fee accountant for period of April 1, 2018 thru June 30, 2019. After a brief deliberation of both the current account and the recommendation of the ED the board felt it was time to go in a new direction. Then a motion was made.

Motion by Commissioner Leipzig to hire Milne, Shaw & Robillard, P.C. for accounting services for the period of April 1, 2018 through April 30, 2019.
Motion seconded by Commissioner Olson.
Vote Unanimous.

Chair Brescia declared the vote passed.

11. Unfinished Business:

- a. FY18 Budget. The ED will work with new accountant to present the budget at the next meeting.

12. New Business:

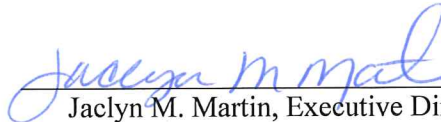
- a. Capital Improvement Plan for FY2019. Director notified the board that she will be working with our RCAT and Cybersense on the five year capital improvement plan.

13. Next Meeting: The next Annual Meeting will be held on Monday April 23, 2018 at 5:30 P.M. at the Belmont Town Hall.

Thursday May 31, 2018 at 6pm

Monday June 18th at 6pm.

14. Adjournment: A motion was made by Commissioner Leipzig, seconded by Commissioner Olson, to adjourn the regular meeting at 7:38 P.M. The vote was unanimous (3).


Jaclyn M. Martin, Executive Director

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