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MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting

59 Pearson Road

January 22, 2017

1. Attendance: The attendance was taken at 6:00 P.M. Commissioners Donna Brescia, Charles R. Laverty, III, Gloria Leipzig, and Anne Mahon were present. Also present was Jaclyn Martin, Executive Director. Tommasina Olson was absent. Residents Mary Penta & Barbara O'Leary were in attendance as well.

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

-December 18, 2017 Regular Meeting

Motion by Commissioner Laverty to approve minutes.

Motion seconded by Commissioner Mahon.

Vote: Unanimous.

3. Open Forum:

Ms. O'Leary, a resident of Belmont Village, had the following questions/concerns:

- Concern about lighting and potholes in parking lot at Belmont Village. Commissioner Brescia responded that the Authority will be filled with cold patch when weather allows.
- If / when we can start paying rent at BHA. Commissioner Brescia responded that the Authority is looking into options to make paying rent more convenient.
- What are the hours of operation that the office is open to public on Fridays still going to be 8am - Noon. Commissioner Brescia responded that the hours of operation for the BHA are 8am - 4pm Monday thru Friday.
- Security cameras and lighting. Commissioner Brescia responded that those items will have to be discussed and priced out.

Ms. Penta, a resident of Belmont Village, had the following concern:

- Received notice re: trash. But is still concerned because "it's really bad", bring it out way before hand, leave it. Response by Commissioner Brescia is that the town rule 5pm the night before. If they do bring it out early, they will be fined.

Ms. O'Leary, a resident of Belmont Village, had the following concern:

- Trash of neighbor being up against the house. Because of previous rat problems, concerned about a future issue with trash being up against house.

Commissioner Brescia and Ms. Martin both encouraged residents to contact the Authority and bring future concerns to the Executive Director first before open forum.

4. Report of Committees:

- a. **Belmont Housing Trust:** Commission Leipzig provided the following update: Had a very successful meeting with the Planning Board on the Housing Production Plan on Thursday and hoping that they will be working with the Planning Board to move the housing production plan forward and gain approval. Must get Planning Board approval before going to DHCD for its approval. It was a very well attended meeting, many spoke in favor of it, very positive and very exciting to see the planning board has receptivity to affordable housing at this time.
- b. **Community Preservation Committee:** Commission Leipzig provided the following update: Commission Leipzig connected with someone from Mass Housing Partnership who wants to meet with Jackie and herself about the CP grant that we received last year, hopefully sometime in February. Additionally, in our community preservation account from a year ago, appears that there was some confusion in invoice submittal, and we still have approximately sixty thousand in funds sitting in our account. We paid the electrical contractor but have not been reimbursed by the town. Jackie is looking into this.

5. Executive Director's Report:

Report. Commissioners were provided a written report in advance of the meeting. There were a couple updates since it went out on Friday. First, Comcast will be able to do the temporary construction and we expect service within the next week or so. Secondly, under AUP findings, spoke with Barbara over at Watertown Savings. Do not offer express deposit and do not offer batch ACH originations. Ms. Martin suggested that the Authority may want to change to a local banks that is able to offer these services. Rent is currently mail or drop off by the residents of Waverly Oaks and Sherman Gardens, and the bank receives deposits by residents of the family development directly. Ms. Martin pointed out that automation is going to improve efficiency and reduce human error as well. Commissioner Brescia would prefer that rent is accepted at the main office.

Commissioner Brescia called for a motion to disallow the collection of cash for any purposes at the BHA effective March 1, 2018.

Motion by Commissioner Leipzig to disallow cash for any purpose at the BHA effective March 1, 2018.

Motion seconded by Commissioner Mahon.

Vote: Unanimous.

Ms. Martin stated that now that the board has voted to not accept cash, she will notify tenants of the policy change and will work on a no cash policy to be added into the rent collection policy and will work with bank to make sure its all pulled in together.

Commission Leipzig asked who will be handling the annual recertifications. Ms. Martin said that she will be helping out to get us caught up, and that the calculations of the annual recertifications fall under a certain job description. Ms. Martin stated that she is not prepared to talk about job descriptions at tonight's meeting.

Cell phones – quote from sprint to purchase tablets, strongly encouraged from DHCD. Sprint provided an estimate. Each tablet will be approx. \$350 -400 a tablet. The monthly package is less for more devices. Ms. Martin said that she will also contact Verizon to get a quote. Ms. Martin briefly explained to the Board the mobile capability of the PHA systems for work orders.

Ms. Martin passed around a picture of the donated conference room table, free library boxes, and Brown Street, and indicated that she is working with the Town of Belmont and Town of Watertown on the matter as the road is owned by Watertown.

- a. Monthly Recap: The board reviewed the Monthly Recap that was provided in advance for review. Board wants Authority to ensure compliance with the rent collection policy adopted previously by the board.

Commissioner Leipzig asked about the devices and the receptiveness of maintenance. Ms. Martin explained that the tablets will be issued to each maintenance team member and will have a heavy-duty cover and that the maintenance team is aware that they will be issued a tablet. She indicated that right now they are having a hard time tracking. The maintenance department was recently given a sheet for daily tracking, which they did not have before. Authority is exploring GPS tracking as well.

Commissioner Brescia inquired if we were going to implement the recerts by month and suggested that we could ask people to come in for May 1. Ms. Martin stated that she was under the impression that there were still some recertifications from 2017 outstanding, and that now that we have a breakdown, we will go back to January to complete them, and that while we may receive some hits for improper notification of reexam, that we should be able to complete some reexams fifteen days prior to the 1st of the month of the recertification so that we do not also get a hit for improper notice of rent change as well. Annuals will be prioritized in a way to lessen any possible audit hits.

- b. Tenant Rent Determination: The Authority has identified Tenant move-in dates, and the breakout is mostly balanced throughout the year, with a few months being a little heavier or lighter than the other months. This is not uncommon in any portfolio, so the Authority will use the move in dates to determine annual reexaminations. Now that we have identified them, we will be able to start aggressively go after the 2018 annuals.
- c. Tenant Accounts Receivable: The Board reviewed the tenant accounts receivable for the current month. The Authority is working on addressing outstanding balances, and will provide a better report for account receivables reporting next month. The Authority

pointed out that utilizing Public Housing software will also help in the tracking of these in the future.

- d. Monthly Fiscal Report. See Fee Accountant Report.

6. Fee Accountant Report

- a. Quarterly for period ending September 30, 2018.
Motion by Commissioner Lavery to accept and place on file.
Motion seconded by Commissioner Mahon.
Vote: Unanimous.
- a. Monthly Financial Report for month ending December 31, 2018
Motion by Commissioner Leipzig to accept and place on file.
Motion seconded by Commissioner Mahon.
Vote: Unanimous.
- b. Quarterly for period ending December 31, 2017.
Motion by Commissioner Lavery to table until next meeting.
Motion seconded by Commissioner Mahon.
Vote: Unanimous.

7. Vendor Report.

Board reviewed check register and vendor list. Board requested a copy of vendor by year to date. Over on outsourcing and under on materials, and over on overtime and salaries in general.

Briefly discussed procurement procedures, and Board's desire to use a more competitive process. Ms. Martin notified the Board that the Union representative had reached out to me and wants to sit down in the near future.

Motion by Commissioner Lavery to approve check register for all programs.
Motion seconded by Commissioner Mahon.
Vote: Unanimous.

8. Procurement Update.

Refer to ED report.

- a. Tile job is underway.
- b. Ramp. Due to weather, on hold until spring.
- c. Air source pumps – still looking for payment. DHCD has CFC but not CSC.
Working with DHCD on closing this out.

9. Agenda Items for Board Vote

- a. No Cash Policy. Motion to not accept cash at the Belmont Housing Authority main office was unanimous. (See #5. above.)

10. Unfinished Business:

- 1. RCAT Vendor Pricing: The board asked the Authority to look at more competitive procurement procedures.
- 2. Personnel Policy for Sick and Vacation Time: No further discussion this month.

3. Tenant Survey: Commissioner Leipzig reviewed the survey out loud, identifying 38 out of 100 residents responded, and based on their responses opinioned that Belmont Housing did fairly well compared to overall scores. Commission Leipzig noted that BHA came in lower than average on courtesy and respect and awareness of capital improvement plan and suggested these are areas the BHA pay attention to. She also noted that the water and plumbing issues were higher than average.

11. Commissioner Input

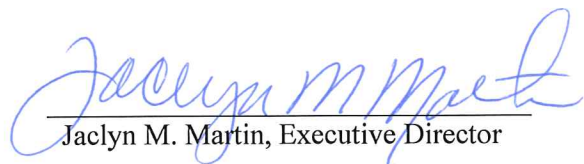
Commissioner Leipzig inquired into FY18 budget. Ms. Martin said it appears some things have been miscategorized which will help some, pulling maintenance in on their spending. FY18 budget is due at the end of February. The \$10,000 technology exemption did come in, and it must be spent this year. Ms. Martin indicated that she will be moving forward with the upgrades to technology, and the board was agreeable.

12. New Business:

- a. Payroll Outsource. The BHA has outsourced its payroll processing, including tax and retirement reporting to 1st Payroll of Merrimack, a locally owned company, was referred to BHA by another Housing Authority. Ms. Marting stated that she anticipates a smooth transition, which will take affect for the first payroll in February. Thru this, Ms. Martin has been able to address a few other things, such as time off accruals. Ms. Martin stated that this will free up some time for staff to focus on other items in the office, thus improving efficiency.

Ms. O'Leary expressed concern with the communication between housing authority and tenants and felt that not all tenants were aware that there was a new director. Ms. Martin explained that she has held meetings at both elderly developments but given the weather and lack of space to hold such a meeting at the family development, she will be sending out a letter introducing herself as well as hoping to do some kind of meet and greet in the spring. Ms. Martin explained that she is holding off on sending the notice until she has settled some items so that she can include them all in one letter.

10. Next Meeting: The next Regular Meeting will be held on February 26, 2017 at 6 P.M. at the Belmont Town Hall.
11. Adjournment: A motion was made by Charles Lavery, seconded by Gloria Mahon, to adjourn the regular meeting at 7:12 P.M. The vote was unanimous (4).


Jaclyn M. Martin, Executive Director

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