

MINUTES
BELMONT HOUSING AUTHORITY

Regular Meeting

59 Pearson Road

September 26, 2019

2020 FEB 26 PM 2:52

Meeting was called to order by Vice-Chair Lavery at 6:09 P.M.

1. Attendance: The attendance was taken. Commissioners Charles R. Lavery, III, Gloria Leipzig, Anne Mahon and Cassandra Page were present. Also present was Jaclyn Martin, Executive Director, Emily LaMacchia Housing Manager and housing authority residents/members of the public. Commissioner Donna Brescia arrived at

2. Report of Committees:

Commissioner Leipzig provided the following updates:

- a. Belmont Housing Trust. BHT focus is on McLean. At HT meeting the committee decided what they wanted to see for the McLean development, and then met with the town administrator and town administration and McLean. Agreed that the size of the development was fine, but wanted to see more rental housing than originally imposed. Waiting to hear what they think and what happens next. Likely a spring town meeting. Original proposal was 34 mega town houses, and two buildings of primarily one and two bedroom garden style apartments, four stories high and all home ownership. HT wants rental housing for seniors and families. They proposed 15-16% affordable, HT asked for 25% affordable. Because of how inclusionary zoning works, three or four would have had to be for low income home ownership want more affordable rental units instead.
- b. Community Preservation Committee. Applications for grant are due Monday Sept 30th. Grant application was provided in the packet and some revisions were made. Vice Chair Lavery declared that the board will deliberate on the application later on in the agenda when Chair Brescia arrives.

3. Approval of the Minutes.

After brief discussion,

- a. August 28, 2019 Regular Meeting

~~Motion by Commissioner Mahon to approve the minutes of the August 28, 2019 regular meeting.~~

~~Motion seconded by Commissioner Page.~~

~~Vote: Unanimous. (4), Commissioner Brescia absent.~~

~~Motion declared passed~~

- b. September 19, 2019 Special Meeting

Motion by Commissioner Mahon to approve the minutes of the September 19, 2019 special meeting.

Commissioner Leipzig pointed out a discrepancy on page two of the September 19, 2019 special minutes that should have read eighty units instead of eight units.

Commissioner Page then raised concern on page 4 of the August 28, 2019 Regular Meeting regarding inaccuracy of the minutes relating to the X-Mas in the village dates of response and details around the gift cards. Executive director stated that she would review the recording. **Vice-Chair Lavery tabled the August 28th minutes to the next meeting.**

Motion seconded by Commissioner Leipzig.
Vote: Unanimous. (4)
Motion declared passed

4. Fee Accountant Report

a. Monthly Fiscal Report. Month ending August 31, 2019.

After review and brief discussion of maintenance labor and extraordinary maintenance, the board made the following motion:

Motion by Commissioner Mahon to accept and place on file the Monthly Fiscal Report for period ending August 31, 2019.
Motion seconded by Commissioner Leipzig.
Vote: Unanimous. (4)
Motion declared passed

5. Vendor report

The Board reviewed the check register and vendor list. After brief discussion,

Motion by Commissioner Mahon to accept and place on file the August 2019 check register for the revolving fund, 400-1, AHVP, 689-1, and Section 8.
Motion seconded by Commissioner Page.
Vote: Unanimous (4).
Motion declared passed.

6. Executive Director's Report:

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

- Along with the budget that does have a significant increase, DHD released a Notice of Funding Availability for a Resident Services Coordinator. \$40,000.00 grants will be awarded, with \$30,000 for salary and \$10,000 for program administration and barrier busting. We are looking to partner with the COA. Intense application process that requires resident support by the tenant association and residents at the senior sites, and letters by community partners.
 - It's an important application and is due at the end of October. Executive Director will be focusing on it over the next month.
- We have a lot going on, the Resident Services Coordinator position, the CP application due Monday and the second round after that, CHAMP continues to be a large undertaking.
- We have had DHCD come in and they have agreed to train staff directly, training will take place in early October and we just hired a temporary employee to help which I am working to help bring up to speed.

- We are working with maintenance on the vacancies, mold issues, backlog of work orders, and interviewing for maintenance employees. Held about ten interviews so far.
- We have a lot going on with procurement, RCAT has really stepped up to help get things procured properly. The most current are the boiler maintenance and the painting services is coming live next week.
- We also have the national grid conversion for Clark Lane. National Grid will be in front of the Board of Selectmen on October 7th for right of location approval. The roofing contractor just submitted their 90% payment request at \$218,000. Paving project will start on September 30th at Sherman Gardens, and the sump pump project just completed, which is on the agenda for the boards consideration tonight.
- We have the budget coming for the October meeting. Given the large increase, the Executive Director suggested holding a special meeting to just discuss it.
- We have our AUP coming up at the end of October and PMR coming in November. We also have DHCD working with us to do a Pre-PMR in mid-October. It is a published year, DHCD understands where we are with things.
- We have been working with the BVTA. Our insurance company is hosting a poster contest for fire safety. Belmont Fire Department has agreed to judge the posters as well as to do a presentation. We are still working on the financial literacy and meeting space at Belmont Village. The outdoor bulletin board was delivered. We met with the BVTA and identified an area, we are waiting on maintenance to put it up for us.
- We have been working with community partners, especially the youth coordinator Tiana and Nava at the COA, as well as the easement issue and a whole list of things.
- Executive Director noted how important policy revisions are but that she cannot take it on at the moment and recommended looking to hire a consultant to assist the authority and subcommittee. Commissioner Leipzig and Commissioner Page are on the subcommittee for the updating of policies. Commissioner Leipzig passed out a list she created of policies to look at.

Vice-Chair Laverty requested that subcommittee find time to meet prior to the next meeting.

<<< Commissioner Donna Brescia arrived at 6:33p.m.>>> Vice-Chair Laverty briefed Chair Brescia about the discussion that was on the table – the hiring of a consultant to work with the two members of the subcommittee for policies review and update. Residents would be presented a copy of the final draft and have an opportunity to comment.

Motion by Commissioner Laverty for an RFQ for purposes of hiring a consultant to work on updating the policy handbook.

Seconded by Commissioner Mahon.

Vote: Unanimous

Motion declared passed by Chair Brescia.

Commissioner Leipzig noted that its great that DHCD and RCAT are stepping up to help with the variety of things that are going on.

- Focus on emergency work orders and then vacancies. Helping with RFP for mold. Concern with work orders in addition is how the work orders are being keyed in or how they are being returned.
- Painting contract will go live next week, mid to late October. Identified a few units that will need individual scope of work, and the painters will be addressing peeling paint and some of the remediation efforts.
- Staff also worked with the BPD on some activity on and near the property. On our request, the BPD has agreed to do a community conversation, scheduled for the 10th.

Commissioner Leipzig requested a report on the resident with the significant balance and the likelihood of resolution or how it will be resolved. And wants to know if the vacancies are ready. Executive Director said she would see what she can report and provide to the board for the next meeting.

Motion by Commissioner Lavery to accept and place on file the Executive Directors Report.
Motion seconded by Commissioner Mahon.
Vote: Unanimous (5)
Motion declared passed

7. Agenda Items for Board Vote.

a. Consideration of application for community preservation funding.

After discussion about alternative requests permissible under community preservation funding,

Motion by Commissioner Lavery to approve the application for community preservation as amended in the amount of \$173,000.

Motion Seconded by Commissioner Mahon.
Vote: Unanimous (5)
Motion declared passed.

b. Board Award Resolution for preapproval of lowest responsive and responsible bidder for the Heating Service Contract RFQ#026091819.

Motion by Commissioner Mahon to authorize the award to the lowest responsive and responsible bidder for the Heating Services Contract RFQ#026091819, not to exceed \$45,000.00.

Motion Seconded by Commissioner Page.
Vote: Unanimous (5)
Motion declared passed.

c. Board Award Resolution for preapproval of lowest responsive and responsible bidder for the Bathroom Upgrades RFQ for project #026068.

Motion by Commissioner Leipzig to authorize the award to the lowest responsive and responsible bidder for the Bathroom Upgrades RFQ for project #026068, not to exceed \$35,000.00.

Motion Seconded by Commissioner Lavery.

Vote: Unanimous (5)

Motion declared passed.

d. Consideration of Certificate of Final Completion for FISH#026061 Sump Pump Trench Project.

Motion by Commissioner Mahon to approve the Certificate of Final Completion for Fish #026061.

Motion Seconded by Commissioner Lavery.

Vote: Unanimous (5)

Motion declared passed.

8. New Business

- a. None.

9. Unfinished Business

- a. Discussion of policy handbook progress.
- b. Consideration of modification to main office lobby.

Executive Director mentioned that she did speak to the police and FMS about it, but nothing additional to report at this time.

10. Open Forum/ Tenant Participation.

- a. Belmont Village Tenant Association (BVTA) update.

Chair Brescia opened the floor for public comment and welcomed resident and public input. Commissioner Brescia noted that the board asked for the report in advance of the meeting. Barbara O'Leary stated that she had received my email asking that it be in my noon on Monday and that she had sent it Sunday evening. Jackie responded that she had not seen the email and that she would check.

Barbara O'Leary gave the following report on behalf of the BVTA:

- At previous meeting, Donna had brought up providing a list of the concerns. One of the items she had was divided by tenant concerns and concerns by the BVTA on top of it. Her highest is the BVTA involvement with the hiring of employees. She also wanted to add to the MOU the policy revisions as discussed earlier in the meeting. Barbara also asked that it be put on record what the policy is on towing at Belmont Village and noted recent issues with 5 Clark Lane and tenant parking spots.
 - Commissioner Leipzig proposed the Board look into implementing the parking policy changes for the beginning of the year.
- Barbara also noted that she was on tv with the Belmont Journal about backpack initiative. All back packs and school supplied distributed 17 backpacks BPS + 1 college freshman

- were provided with school supplies. Barbara thanked Beacon Community Church and Courtney Morton for their efforts.
- 1st meeting with the BVTA and BHA was completed. Central themes, work order processes, communication with resident's, shortness of staff, better communication with residents, made aware concerns residents had in timeliness and delays in addressing failed inspections, and the frat house which seems to be doing better.
- Offered to help BHA with putting flyers on the doors.
- Thru hard work of Courtney, X-Mas in the village is in process. Barbara indicated that she did not have details to share yet since it was still early.
- Road safety. Barbara has made some calls to community resources to try and get some safety measures in terms of the roads such as speed bumps better signage painting one way on the road. Very long project, but in the end will be worth it.
- More and more residents are participating in the association.
- Barbara and Robin Larson have been heading up the committee on the MOU and look forward to meeting with the BHA to reach an agreement within the next few weeks to discuss and reach agreement and the list of resident concerns. Chair had asked if we could submit it, thought it was a good idea.

<<< Commissioner Mahon left at 7:57p.m.>>>

11. Next Meeting. October 22, 2019 at Waverley Oaks. 5:30pm

12. Adjournment.

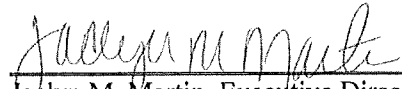
Motion to adjourn made by Commissioner Laverty

Motion seconded by Commissioner Page.

Vote: Unanimous (4)

Motioned declared passed

A True Copy


Jaclyn M. Martin, Executive Director