

MINUTES
BELMONT HOUSING AUTHORITY

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TOWN CLERK
BELMONT, MA

Regular Meeting

637 Trapelo Road

October 30, 2019 26 PM 2:52

Meeting was called to order by Chair Brescia at 6:00 P.M.

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

2. Fee Accountant Report

- a. **Monthly Fiscal Report. Month ending September 30, 2019.**

After brief discussion, the board made the following motion:

Motion by Commissioner Lavery to accept and place on file the Monthly Fiscal Report for period ending September 30, 2019.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (4)

Motion declared passed.

- b. **Quarterly Fiscal Report. Quarter ending September 30, 2019.**

After brief discussion, the board made the following motion:

Motion by Commissioner Lavery to accept and place on file the Quarterly Fiscal Report for Quarter ending September 30, 2019.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (4)

Motion declared passed.

- c. **Modernization Report. Quarter ending September 30, 2019.**

After brief discussion, the board made the following motion:

Motion by Commissioner Lavery to accept and place on file the Modernization Report for Quarter ending September 30, 2019.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (4)

Motion declared passed.

3. Vendor report

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

Motion by Commissioner Lavery to accept and place on file the September 2019 check register for the revolving fund, 400-1, AHVP, 689-1, and Section 8.

Motion seconded by Commissioner Mahon.

Vote: Unanimous. (4)

Motion declared passed.

4. Agenda Items for Board Vote.

a. Consideration of Executive Director Salary Schedule.

After brief discussion,

Motion by Commissioner Lavery to approve the Executive Director Salary Schedule as presented.

Motion Seconded by Commissioner Mahon.

Vote: Unanimous. (4)

Motion declared passed.

b. Consideration of FY2020 Budget. Fee Accountant Dan Robillard of Milne, Shaw, Robillard, P.C. will be in attendance to answer questions.

Chair Brescia asked that discussion be limited and to not include discussion about staffing. Dan Robillard provided an overview of the budget guidelines to the Board such as the 10% increase to operating, and that the reason for the increase is that DHCD is allowing Housing Authorities to address staffing issues. After brief discussion, Chair Brescia tabled the discussion and called for consideration of the budget be done by special meeting with all 5 board members present.

c. Consideration of fee accountant contract renewal – Milne Shaw Robillard, PC.

After brief discussion,

Motion by Commissioner Lavery to approve the contract renewal with Milne Shaw Robillard, P.C..

Motion Seconded by Commissioner Mahon.

Vote: Unanimous. (4)

Motion declared passed.

d. Consideration of Section 8 Payment Standards for the effective date of December 2019.

After brief discussion,

Motion by Commissioner Mahon to approve the payment standards at 100% of the FMR.

Motion Seconded by Commissioner Page.

Vote: Unanimous. (4)

Motion declared passed.

e. Consideration of application for Resident Service Coordinator.

Executive Director indicated that the application for the Resident Service Coordinator position is ready to be submitted and she is waiting on the BVTA letter to submit. Application has been a town initiative with the council on aging providing matching funds. The position would support BHA families and seniors within BHA and the Belmont community.

After brief discussion,

Motion by Commissioner Mahon to approve the application for a Resident Service Coordinator in response to PHN 2019-19 Notice of Funding Availability and to authorize the Authority submit the approved application.

Motion Seconded by Commissioner Page.

Vote: Unanimous (4)

Motion declared passed.

f. Consideration of rejecting general painting services bid by DBA HP Painting Services proposal due to the lack of responsiveness.

Executive Director noted that, together with RCAT, she determined DBA HP Painting Services to be nonresponsive due to not providing public references as required in the bid solicitation, and additionally the hourly rate being less than the required prevailing wage. After brief discussion,

Motion by Commissioner Mahon to reject general painting services bid by DBA HP Painting Services due to lack of responsiveness.

Motion Seconded by Commissioner Lavery.

Vote: Unanimous (4)

Motion declared passed.

g. Consideration of awarding general painting services contract to the lowest responsive and responsible bidder JB Painting.

Executive Director noted that JB Painting was the lowest responsive and responsible bidder with a bid of \$25,142.80. After brief discussion,

Motion by Commissioner Mahon to approve the payment standards

Motion Seconded by Commissioner Lavery.

Vote: Unanimous (4)

Motion declared passed.

h. Consideration of Payment Request II – Fish No. 026065 Roof Replacement. Phase II in the amount of \$23,638.40 to W.P.I.,

Executive Director noted that this item does not require board vote.

i. Consideration of Certificate of Substantial Completion for Fish #026065, Roof Replacement Phase II.

Motion by Commissioner Mahon to approve the payment standards

Motion Seconded by Commissioner Page.

Vote: Unanimous (4)

Motion declared passed.

j. Consideration of Certificate of Final Completion for Fish #026065, Roof Replacement Phase II.

Motion by Commissioner Mahon to approve the payment standards

Motion Seconded by Commissioner Lavery.

Vote: Unanimous (4)

Motion declared passed.

5. Report of Committees:

- a. Belmont Housing Trust. Commissioner Lavery moved to table the report of the Belmont Housing Trust due to Commissioner Leipzig's absence. Motion seconded by Commissioner Mahon.

b. Community Preservation Committee.

Executive Director provided the following update:

- Received notification from the Community Preservation Committee that our application has been advanced to the next phase of the application process.
- Invited to provide a presentation at the public meeting on November 13th.
- Applications are due by December 2nd.

Executive Director reported that together with our redevelopment consultants for Sherman Gardens, they met with Paul McPartland and others at DHCD and recommended that the board hold a special meeting to consider responding to the Public Housing Innovations NOFA (PHN 2019-14).

6. 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 Lavery.

Vote: Unanimous. (4)

Motion declared passed

b. September 26, 2019 Regular Meeting

Motion by Commissioner Mahon to approve the minutes of the September 26, 2019 regular meeting.

Motion seconded by Commissioner Lavery.

Vote: Unanimous. (4)

Motion declared passed

c. October 10, 2019 Special Meeting

Motion by Commissioner Mahon to approve the minutes of the October 10, 2019 regular meeting.

Motion seconded by Commissioner Lavery.

Vote: Unanimous. (4)

Motion declared passed.

7. Executive Director's Report:

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

- Hired a new maintenance employee to fill the Maintenance Laborer Mechanic position.
- As of Friday, the Facilities Manager will no longer be with the BHA.

- Resident Service Coordinator application will be submitted tomorrow once we receive the letter from the tenant association.
- Fall conference November 18 and 19th. Jackie, Emily, and commissioners Lavery, Page, and Mahon plan to attend.

Formula Funding Update.

- Fish #026056. Site work is currently being done at Sherman and is expected to move over to Belmont Village in the first week of November.
- Fish #026065. Roof Replacement Phase II is complete, and the Certificates of Substantial and Final completion was on the agenda for consideration.
- Fish #026067. National Grid received the grant of location and have applied for a street permit and are scheduling out to November.
- Fish#026068. Bathroom upgrade contract has been awarded. They applied for permits and will begin work once they have them.

Motion by Commissioner Mahon to accept and place on file the Executive Directors report.

Seconded by Commissioner Lavery.

Vote: Unanimous (4)

Motion declared passed.

Chair Brescia sought interest by board to do board training, such as thru MassNAHRO or Jeff Driscoll. The board was in favor of the training.

8. New Business

a. Belmont Village Parking Policy.

Executive Director provided the current parking policy for Belmont Village to the Board. Subcommittee (Commissioners Leipzig and Page) had previously been established. Board discussed revising the parking policy for Belmont Village to unassigned parking and stickers for the lot. Commissioner Brescia noted that in her many years of managing properties, assigning spots is not easy, but want input from the residents and BVTA.

b. Consultant for policy updates.

None.

9. 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, and acknowledged the written update from BVTA provided to board in advance.

Robyn Larsen introduced herself to the Board as the new president of the BVTA and was welcomed by the Board. The Executive Director congratulated Robyn on her new position and suggested they find time in the near future to sit down together and indicated that she looks forward to working with Robyn and the rest of the association for the benefit of all residents.

Robyn stated that said that she and the other officers of the BVTA fully support the application for the resident service coordinator and will send over the required letter of support from the tenant association by 10:30a tomorrow morning.

Commissioner Brescia inquired about the tenant association newsletter. Courtney and Robyn indicated that it was a work in progress.

Courtney also mentioned that they have new website, and in January would begin to work with BC Law on filing for a 501(C)(3). They indicated that the filing fee would take up the entire budget for the year, but the officers felt that it was well worth it because of all the opportunities it opens.

Courtney also reported that the BVTA was working on two holiday events: "Christmas in the Village" and the "Holiday Bash". The Holiday Bash on December 14th from 4pm-8pm. Event will be by preregistration and goody bags will be provided. The response has doubled the backpack drive. There will be a science show and crafts. Community members have volunteered so that all residents can fully participate with their families.

Commissioner Page reminded Waverley Oaks residents that the bylaws were drafted in a way to allow for them to participate with the established tenant association.

Question by David Graham as to the per service price of the boiler maintenance contract. Executive Director indicated that the response included hourly rates at estimated number of hours in addition to servicing the boilers.

Resident Jayne Emerton noted that the hallways at Waverley could use attention and was saddened to hear that Joe is no longer with the BHA.

11. Next Meetings. (Tentative)

Tuesday, November 5th, Special Meeting. Redevelopment at Sherman Gardens.

Wednesday November 6th, Special Meeting, Budget at Waverley Oaks.

Tuesday November 19th, Regular Meeting at Waverley Oaks.

Tuesday December 17th, Regular Meeting at Waverley Oaks.

12. Adjournment.

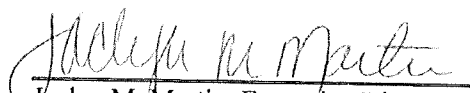
Motion to adjourn made by Commissioner Mahon at 7:30p.m.

Motion seconded by Commissioner Lavery.

Vote: Unanimous (4)

Motioned declared passed.

A True Copy


Jaclyn M. Martin, Executive Director