



## MINUTES

### Regular Meeting                      Virtual Zoom Meeting                      November 19, 2020

1. Meeting was called to order by Acting Chair Charles Lavery at 5:01pm.
2. Attendance: The attendance was taken. Commissioners Charles R. Lavery, III, Gloria Leipzig, Cassandra Page and Anne Mahon were present. Present from the Cambridge Housing were Brenda Snowden-Downing, Karrie Canavan, John Filip, Mike Johnston and Allison MacMartin. Also present were housing authority residents/members of the public.
3. Approval of minutes – Minutes from the October 2020 Regular Meeting were approved.
4. New Business
  - a. Accounting Update
    - i. FY21 Budget is in process and will be presented at the next board meeting.
    - ii. Last year's financials need to be approved
    - iii. AUP (agreed upon procedures report) – last year's was submitted, FY21 will be completed sometime in early-mid 2021
    - iv. John mentioned that he is using more detailed line items on the budget. Commissioner Lavery would like to schedule a separate meeting to review the budget.
  - b. Items for approval
    - i. Clark Lane Furnace Replacement Change Order
      1. Vote to approve – Commissioner Mahon motioned to approve, Commissioner Page 2<sup>nd</sup> the motion, all in favor (4).
    - ii. FY20 Financial Reports
      1. Vote to approve – Commissioner Mahon motioned to approve, Commissioner Leipzig 2<sup>nd</sup> the motion, all in favor (4).
    - iii. Update on Board Member Appointment Process
      1. A joint meeting with Select Board is scheduled for 11/23 at 7:15pm. This will be a preliminary meeting. One or two more meetings will occur before a selection is made.
      2. The town recommends that the seat is filled before the next election cycle.
      3. Commissioner Leipzig mentioned that additional resumes may have been received. Allison will check with the town.
      4. Commissioners agreed that as a board they would like to meet separate from the Select Board to come up with questions and to discuss what type of candidate they are looking for.
        - a. Special Meeting will be held on November 30<sup>th</sup> at 5:00pm to cover these items.
    - iv. Day after Thanksgiving off for staff (recommended by ED)



1. Board approves day off
- v. Executive Director's Report
  1. Board would like to see Tenant Newsletter (Allison to distribute)
  2. Work Orders – numbers are staying consistent due to short staffing and Covid-19.
  3. Add “ED Report” as line item on next meeting’s agenda
- vi. Open Forum/Tenant Participation
  1. Tenant Association
    - a. Plan to vote on officers in early 2021
    - b. They are hoping to file as a 501c3 – cost is prohibitive. They may look into calling the Kennedy Law School to see if it can be done for free.
    - c. The Christmas fund has been a big success and the TA has been able to source Christmas presents for many of the Belmont Village children.
  2. A resident asked about the housing authority potentially providing window sealing in apartments to assist with utility costs. Belmont Light and/or MassSave may be able to provide resources. This will be looked into by staff.
- vii. Confirmation of next meetings
  1. Special Meeting – Monday, November 30<sup>th</sup> at 5:00pm
  2. Regular Meeting - Thursday, December 17<sup>th</sup> at 5:00pm
- viii. Adjournment
  1. Motion to adjourn to Executive Session and to adjourn Regular Meeting at the end of Executive Session made by Commissioner Mahon at 5:50pm
  2. Motion seconded by Commissioner Leipzig
  3. Vote: Unanimous (4)
  4. Motion declared passed.