



MINUTES

Regular Meeting Virtual Zoom Meeting August 26, 2020

1. Meeting was called to order by Vice Chair Charles Laverty at 5:00pm.
2. Attendance: The attendance was taken. Commissioners Donna Brescia, Charles R. Laverty, III, Gloria Leipzig, Cassandra Page and Anne Mahon were present. Present from the Cambridge Housing were Karrie Canavan, Sarah Cummings, Mike Johnston and Allison MacMartin. Also present were housing authority residents/members of the public.
3. Approval of minutes – Minutes from the July 2020 Special Meeting were approved.
4. New Business
 - a. Update from Cambridge Housing Authority
 - i. Contract update – long term management contract signed and executed between BHA and CHA
 - ii. New letterhead/logo was proposed. All board members agreed that it was acceptable to use it moving forward.
 - iii. Hiring/staffing update
 1. Maintenance update – one member of team is still out of work
 2. Assistant Housing Manager
 - a. CHA is holding interviews for this position. The board asked if the tenant council will have input in this decision. Since this will be an employee of the Cambridge Housing Authority, a tenant interview will not be required, however, if a maintenance position opens up, the tenant council will be part of the decision-making process. A resident meet and greet with the new AHM was suggest by Commissioner Brescia.
 3. Tenant Association – a Memorandum of Understanding was created and submitted to the former Executive Director, however, it was not signed or returned. Allison MacMartin will be in touch with Lynne Martin to obtain this document.
 4. Resident Services Coordinator – this was potentially going to be a shared position with the Council on Aging. A grant was received from the state by the BHA. Allison MacMartin will be in touch with Nava from the council to see where this stands.
 - iv. July Overview
 1. Belmont Village
 - a. Past due tenant rent still an issue at Belmont Village. Monthly Rent reminders are being sent to those with a balance, which has helped to increase collections.
 - b. Commissioner Brescia asked about returning to standard Collection Policies, however, the on-site staff mentioned that



Massachusetts is still under an eviction moratorium and cannot serve 14-day notices nor move forward with Summary Process.

- c. CHA will research resources to help tenants catch up on past due balances.
 - d. Landscaping needs to be addressed. An outside vendor will be commissioned to start this work while the maintenance team is still short a member. Commissioner Page mentioned that there have been issues in the past with Kelley Brothers and suggested that we use a different vendor.
- 2. Sherman Gardens
 - a. Rent delinquencies are very low.
 - b. Transformer replacement will occur in September. A survey will be sent to residents to see where they will spend the day and if they have any medical equipment that needs power.
 - c. Commissioners Leipzig and Brescia recommended checking into how the Community Rooms and/or Beech Street Center could be utilized. The Beech Street Center is currently closed due to Covid-19.
- 3. Waverley Oaks
 - a. No issues to discuss at this time.
- v. Community Preservation Society Application
 - a. September 21st presentation at Town Meeting will be completed by Allison MacMartin
 - b. Preliminary application for next year is due in early October. Commissioner Leipzig recommended that staff members start to look into this now.
- vi. Accounting Reports
 - a. Due to the transition, July reports are not yet available. An update will be provided at the next meeting. The board requests that the June month-end report be shared with them.
 - b. The board requests that the old reporting format be used for future meetings.
 - c. Tenant Participation should be added back as the last item on the agenda for future meetings.
- vii. Confirmation of next meeting
 - 1. Regular Meeting - Thursday, September 24th at 5:00pm
- viii. Adjournment
 - 1. Motion to adjourn made by Commissioner Lavery at 5:56pm
 - 2. Motion seconded by Commissioner Brescia
 - 3. Vote: Unanimous (5)
 - 4. Motion declared passed.