



MINUTES

**Regular Meeting                      Virtual Zoom Meeting                      September 23, 2021**

Meeting was called to order by Board Chair Gloria Leipzig at 5:02pm.

1. Attendance: The attendance was taken. Commissioners, Gloria Leipzig, Charles R. Laverty, III, Anne Mahon, and Cassandra Page were present. Present from the Cambridge Housing were Brenda Downing, Margaret Moran, Kevin Braga, Allison MacMartin, and Sarah Cummings. Also present were housing authority residents/members of the public.
2. **New Business:** Gloria Leipzig: A proposal was agreed upon for September and October Board meetings; The Executive Directors report will be given at the beginning of each meeting. Comments from Tenants and members of the public will be heard after each topic before the Board takes any votes. It is asked that those wishing to speak, notify the executive director prior to the meeting. Comments should be limited to three minutes.
  - a. Executive Director's Report:
    - i. SHERA \$62,000.00 Approved. \$14,000.00 still in progress.
    - ii. AHVP Voucher issuance: 6 remaining were awarded. DHCD potentially awarding BHA 10 additional to issue.
    - iii. PHA Web Tenant Portal: Rolled out tenant portal access and sent out log-in instructions. Tenants able to enter work orders, look up balance, and see information. Portal has ability to do online bill-pay but we have not yet enabled that as of yet. Will discuss with Tenant Association. There are minimal fees involved.
    - iv. Belmont Village Lighting/Safety: Allison Met with Cambridge Housing Public Safety Administrator Dave Degou at Belmont Village to develop safety plan. Upgrading LED lighting. In touch with Belmont light in regards to adding Street lights. Option to add security cameras to street light poles. Research into this will be done.
    - v. 3-Bedroom Exhaust fan Project: Started swapping out fans. 30-40-% complete. Some units are quicker to complete than others. New fans have sensor for humidity. Switches have been moved from outside bathroom to inside bathroom.
    - vi. Staff Vaccination Mandate Update: At a "standstill" because the Union is not agreeing to it. They want to "bargain" it. This only impacts the three members of the maintenance team who are covered by their Union contract.
  - b. Feasibility Study Update: Margaret Moran, Planning and Development, Cambridge Housing Authority: Busy working on scoping out the work and getting pricing from an architectural firm that would build upon the work from the work that had happened previously for Sherman Gardens where there was more work done than Belmont Village. Getting place the same due diligence material proposal for Belmont Village. Will be ready to propose who we will be working with and pricing proposals early to mid-next week or so to Allison. This will allow us to make substantial progress in October into November. Two months' time updated report proposal plan on Sherman Gardens after revised plan with architect is proposed and about 6-weeks to two months after that a report proposal plan on Belmont Village will be available. Next round for CPA funding should be used for funding Zoning/architect costs which will score our application really high for funding through next year. Application due on October 4, 2021. Margaret will get a



proposal for the Board to vote on a future special meeting to vote on before the application deadline.

- c. Future Board Meeting Location: Will remain remote due to continued height of COVID safety issues and hesitancy of residents/public meeting in person. Will remain remote through the end of 2021. Will re-visit in January unless there is further guidance from the State/Town.
3. Tenant Association: Lynn Martin
  - a. Election: Will be held in person on September 29, 2021, at Waverly Oks. Would like to get more member on board as currently there are only three. Flyers go out tomorrow. Just need to add Mask mandate to flyer.
  - b. Holiday assistance. Christmas flyer draft is created. Need to add Date and time once scheduled. In the works. More information next meeting.
  - c. \*\*Added: A meeting was held in August, and a back-to-school drive was held at Belmont Village. Back to School bags were donated by the Church and handed out to School aged residents.
4. Open Forum/Tenant Participation:
  - a. Sally Sennott: Asked about Open Forum Policy and upgrades to tiles at Waverley Oaks (Pilot program explained. Tiles explained to not be dangerous. Possible funds to upgrade will be researched.)
5. Items for Approval
  - a. August Special Meeting Minutes (8/2/2021). Anne Mahon Motioned to approve. Charles Laverty Seconded this motion. Roll Call vote: Charles Laverty, "I", Anne Mahon, "I", Cassandra Page (wrote in "I"), Gloria Leipzig, "I"
  - b. August Regular Meeting Minutes (8/19/2021) Anne Mahon Motioned to approve. Charles Laverty Seconded this motion. Roll Call vote: Charles Laverty, "I", Anne Mahon, "I", Gloria Leipzig, "I"
  - c. Certificate of Substantial Completion – RCAT Project #026067 Anne Mahon Motioned to approve. Charles Laverty Seconded this motion. Roll Call vote: Charles Laverty, "I", Anne Mahon, "I", Gloria Leipzig, "I"
  - d. Clark Lane Application and Certificate for Payment – RCAT Project #026067 Anne Mahon Motioned to approve. Charles Laverty Seconded this motion. Roll Call vote: Charles Laverty, "I", Anne Mahon, "I", Gloria Leipzig, "I"
  - e. Clark Lane Invoice #201206 -RCAT Project #02067 Charles Laverty Motioned to approve, Anne Mahon seconded this motion. Roll call vote. Anne Mahon, "I", Charle Laverty, "I", Gloria Leipzig, "I".
  - f. Clark Lane Invoice #210218 -RCAT Project #02067 Anne Mahon Motioned to approve. Charles Laverty Seconded this motion. Roll call vote. Anne Mahon, "I", Charle Laverty, "I", Gloria Leipzig, "I".
  - g. Cambridge Housing Authority Invoice #2021-01 Anne Mahon Motioned to approve. Charles Laverty Seconded this motion. Roll call vote. Anne Mahon, "I", Charle Laverty, "I", Gloria Leipzig, "I".
6. Confirmation of next meeting: Next regular Board meeting scheduled for Thursday October 21, 2021 at 5:00PM. Special meeting scheduled for September 30, 2021 at Noon to vote on CPA funding application.
7. Adjournment: Anne Mahon motioned to Adjourn the meeting. Charles Laverty Seconded this motion. Gloria Leipzig, "I". All were in favor and the meeting was adjourned at 6:12PM.