



MINUTES

Regular Meeting

Virtual Zoom Meeting

March 17, 2022

Attendance-

Board of Commissioners in Attendance- Gloria Leipzig, Charles Laverty III, Anne Mahon,
Sarah Bilodeau, Cassandra Page

*Cassandra Page arrived at 5:05PM

Cambridge Housing Authority Staff in Attendance- Allison MacMartin, John Filip, Karrie Caravan,
Kevin Braga, Mike Johnston, Sara Vogel

Tenant Association Members in Attendance- Sally Sennott, Robyn Larsen

*Robyn departed at 5:15PM

Also in Attendance- housing authority residents and member of the public

Meeting was called to order by Board of Chair, Gloria Leipzig at 5:00PM

Gloria Leipzig- Please note that meeting decorum follows the scheduled agenda beginning with the Executive Director's Report. The Board will have the opportunity to comment at the end of each topic. The Tenant Association will be given time to comment at the end of each section followed by comments from the public. Comments must correspond with the arranged agenda and approval topic(s), must not be repeated, and will be restricted to a 3-minute time limit.

NEW BUSINESS-

Executive Director's Report- Allison MacMartin

1. SHERA Update/End Date- The Belmont Housing Authority has been approved for nearly \$200,000 in SHERA funding. Management is still submitting claims on behalf of tenants, and March will be the final month eligible for SHERA coverage. All claims are due by 4/15/2022 and we should be able to present final SHERA figures by next meeting.
 - a. Please note in the Rental Delinquency Section there is a typo under the notes section in the last entry that says "Tenant Approved" but should read "SHERA Approved"
2. AHVP Vouchers- The BHA was awarded 17 AHVP Vouchers (total of 22 inclusive of the AHVP Nursing Home Pilot Program). Currently there are 11 active vouchers (9 Standard/2 Nursing Home Pilot Program) with an additional 7 vouchers issued and actively searching for a unit. Please note there is a period between voucher issuance and active status when the voucher holder is searching for a suitable unit. The BHA continues to screen candidates from the CHAMP waitlist for the remaining 4 unallocated vouchers. Once issued, please be advised that it is plausible DHCD will award the BHA additional vouchers.
3. Work Order Progress- Many open work orders remain (434) most of which are related to inspections (347) where staff are noting multiple issues to be addressed. The BHA recently attended a DHCD work-order meeting and were advised to defer non-urgent items, so staff can focus their efforts on priority repairs while remaining in compliance with DHCD regulations. We are also working on an over-time plan for maintenance and using vendors when needed and where funding allows. This strategy should allow the BHA to organize, track, and prioritize more exigent items while managing the work order backlog.
 - a. Gloria Leipzig, question- What kind of work orders are going to be deferred and how will residents be notified?
 - i. Allison MacMartin, response- Emergencies will be completed immediately within 24-48 hours. Deferment will only be considered for routine and inspection-related work orders. Any work order deemed urgent, as defined by interfering with the use of the unit, will be completed within 30 days. If the item is not urgent, the item will be considered for deferment, and we can communicate this via the inspection outcome notices moving forward.
 - b. Sarah Bilodeau, question- Do you know how many residents are depending on food pantry deliveries?
 - i. Allison MacMartin, response- we maintain a list of residents who receive deliveries. The food pantry will likely stop these deliveries as Covid precautions end. When this

occurs, there is a bus that can continue this service coordinated through the Beech St. Center.

Redevelopment Project Updates- Allison MacMartin

1. Feasibility studies continue for the Sherman Garden Redevelopment Project and potential plans are being reviewed with architects. Yesterday, the BHA presented the plan to the Warrant Committee to request the \$400,000 in pre-development funding. There is a meeting on Monday with the Select Board to discuss funding, and we will host a series of small-group discussions with residents in the Community Room to encourage involvement and get feedback about the plans.

Future Board Meeting Locations- Gloria Leipzig

1. We received a memo from DHCD extending remote meeting options through 7/15/2022. I think in-person meetings are beneficial, but it is too soon to transition next month, and I recognize we do not have access to the equipment necessary to offer a hybrid model. I was wondering if it's possible to rotate between remote and in-person platforms to encourage attendance while accommodating those who choose to tune-in remotely. How is CHA conducting meetings?
 - a. Mike Johnston, response- CHA offers a hybrid model so participants can choose between remote and in-person attendance. CHA has the necessary tools to operate a hybrid model, and it would be challenging to accomplish this in an unequipped environment.
2. While we wait to see how the town and state proceeds, we plan to continue remote meetings through April, and hope June yields a more opportune time to resume in-person sessions.
 - a. Cassandra Page, comment- I would not feel comfortable transitioning to in-person so soon after the mask mandate was lifted and agree with continuing remote meetings. We should also take into consideration how the resident redevelopment meetings go.

Other Items Unanticipated by the Chair- Gloria Leipzig

1. The Milken Institute offers free, remote board trainings on various topics with a lot of good information, and I would highly recommend attending.
2. The Board acknowledges receipt of Sarah Bilodeau's email survey relating to the last month's discussion. This is not on the agenda tonight, but this conversation will be continued.

TENANT ASSOCIATION

1. Sally Sennott- The Tenant Association met with Allison MacMartin and provided feedback regarding the FY23 Annual Plan that she will speak to in the upcoming section.
2. Cassandra Page on behalf of Robyn Larsen- advises residents that there have been several complaints of stolen bicycles. Make sure bikes are put away/locked.
 - a. *Note* comment added after the FY23 Annual Plan Public Hearing segment

PUBLIC COMMENT

1. Vincent Stanton- Requests an update on the feasibility study for renovating Belmont Village.
 - a. Allison MacMartin, response- This discussion is not on the agenda tonight, but this will be on the agenda in the May or June Meeting with an update from the redevelopment team.

FY23 ANNUAL PLAN PUBLIC HEARING

1. Tenant Association Comment(s)- listed on screen:
 - a. Remove "BHA manages 1 MRVP Voucher"
 - b. Update number of current AHVP Vouchers
 - c. Update the number of current vacancies
 - d. Suggestions- clean WO entryways twice weekly
 - i. Allison MacMartin, comment- This is not feasible with current staffing levels. Potentially this can be done by work order request, seasonally as required
 - e. Pg. 23 (grammatical) after NOTE- delete "are generated"
 - f. Suggestion- door painting- check twice a year rather than once
 - i. Alison MacMartin, comment- painting needs are noted during the annual inspections, and it may be redundant to conduct secondary inspection.
2. Public Comment(s)
 - a. Natasha Vazquez, question regarding the Capital Improvement Plan- It was noted that you removed asbestos and mold from some units and page one states the exhaust fan project is intended to alleviate mold in the bathrooms. Are you planning to check other units for these issues? If the residents are requesting state inspections are those getting done?

- i. Gloria Leipzig, clarification- the Board is not commenting on questions at this meeting but will review comments before moving to vote. Your comments are understandable and worth addressing, but this meeting focuses specifically on the annual plan. This issue should be referred to Sally Sennott and the Tenant Association, so a comprehensive list of maintenance concerns can be organized and added to the agenda in a future meeting.
 - b. Natasha Vazquez, comment- the Emergency Request System on the annual plan contains more emergency items than the work order reminder notice received by residents.
 - i. Allison MacMartin and Gloria Leipzig, response- the work order reminder notice was a generalized document and provided contact information for the 24-hour emergency answering service. The annual plan has a more inclusive list and sending a more detailed reminder can be discussed if the Tenant Association thinks it would be beneficial.
 - c. Natasha Vazquez, comment regarding work orders- Scheduling imposes challenges for residents who may benefit from clarification on how work is prioritized and scheduled
 - d. Natasha Vazquez, comment- The BHA spends more than \$500,000/yr. in operating budget for maintenance with only 3 maintenance workers, so how are the funds allocated and should increased staffing levels be considered? I understand there were setbacks with Covid, but the open work orders seem to indicate we need more support.
 - i. Gloria Leipzig and Allison MacMartin, response- we are still seeking additional funding from the state, and the \$526,000 figure is the total cost of 3 categories: labor costs; contract costs; and materials and supplies.
 - e. Natasha Vazquez, question regarding AHVP Voucher Issuance- with 19 vouchers, how is the BHA setting priority for residents? Are Reasonable Accommodations available?
 - i. Allison MacMartin, response- We originally had 10 vouchers and DHCD awarded Belmont an additional 10 Vouchers. This program caters specifically to non-elderly individuals with disabilities. Anyone can apply to this program and can do so through the CHAMP Waitlist, and anyone can apply for a Reasonable Accommodation, which is reviewed by a department at DHCD. Additionally, the BHA participates in the AHVP Nursing Home Pilot Program specifically designed to accommodate non-elderly individuals with disabilities residing in skilled nursing facilities.
3. Board Comments- Gloria Leipzig
- a. Comment on the Capital Improvement Plan- section 2.1- aggregate project funding is dependent on whether we receive the ARPA funding awarded by the state and/or CPA funding that is not necessarily restricted to a physical project and can be used in pre-development. Questioning whether these items should be included in this section.
 - a. Comment on the responses to the capital improvement plan narrative- Speaking specifically to the narratives in 5.1, the reason and response are identical. Responses to the performance management review seem to reiterate the question criterion on the operating reserve and on the preventative maintenance program.
 - i. Allison MacMartin, response to the Preventative Maintenance Plan- this was largely a tracking issue, and we now have a plan to add and close PM work orders in PHA Web to correct this moving forward. We composed decent responses, and there may be a copy/paste error in this version.
 - ii. John Filip, response to Operating Reserve- The agency incurred a deficit in the Operating Reserve that fell below the DHCD threshold. The response section was concerned with communicating the reduction appropriately.
 - b. Comment on Section 3.1 on the Maintenance Overview- there are only 3 classifications checked off (emergency, vacancy, and routine). Is there a plan to utilize the preventative maintenance, inspection, and tenant request classifications as well?
 - i. Allison MacMartin, response- This report details a list of work orders by “reason” code, under which “preventative maintenance” will be utilized, but “inspections” is not



required and won't necessary be incorporated. The other categories specify who generates the work orders and is not a reason code.

- c. Comment regarding section 4.1 Annual Operating Budget- the end of FY21 says zero
 - i. John Filip, response- this is an error, and a technical correction will be made.

ITEMS FOR APPROVAL

1. December Regular Meeting Minutes- Revised

Charles Lavery III motioned to approve; Sarah Bilodeau seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Cassandra Page, "I", Anne Mahon, "I". In Favor (5), Against (0), Abstention (0)-
motion passed

2. February Regular Meeting Minutes (2/17/22)

Charles Lavery III motioned to approve; Sarah Bilodeau seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Cassandra Page, "Abstain", Anne Mahon, "I". In Favor (4), Against (0), Abstention (1)-
motion passed

3. Belmont 2022 Payment Standards

Sarah Bilodeau motioned to approve; Anne Mahon seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Cassandra Page, "I", Anne Mahon, "I". In Favor (5), Against (0), Abstention (0)-
motion passed

4. Application Certification Payment-026073-3 (Project #026073-15 Bradley Road Renovations

Anne Mahon motioned to approve; Sarah Bilodeau seconded the motion.

-Roll call vote (rejected): Sarah Bilodeau, "I", Anne Mahon, "I"

-Roll call vote (ballot correction): Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Cassandra Page, "I", Anne Mahon, "I". In Favor (5), Against (0), Abstention (0)-
motion passed

**Note*- Comments interjected initial vote prompting a ballot correction:*

Cassandra Page, comment- there is concern that so much money was spent on a single unit, and the extensive issues seems indicative of a potentially larger problem.

Allison MacMartin, response- this was a particularly challenging rehabilitation project due to years of unreported water damage. The project was escalated to a DHCD special project requiring architect involvement and with completion spanning across 2 years.

Gloria Leipzig, comment- It is great that it is back online, and Allison managed to get the staffing, RCAT funding and Vendors to complete this project. Concerns with resident units should be taken up with Allison through the work order system or an in-person meeting.

5. BHA-026073-15BradleyUnit Invoice_04 (Project #026073-15 Bradley Road Renovations)

Anne Mahon motioned to approve; Sarah Bilodeau seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Cassandra Page, "I", Anne Mahon, "I". In Favor (5), Against (0), Abstention (0)-
motion passed

6. BHA-026073-15BradleyUnit Invoice_05 (Project #026073-15 Bradley Road Renovations)

Anne Mahon motioned to approve; Sarah Bilodeau seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Cassandra Page, "I", Anne Mahon, "I". In Favor (5), Against (0), Abstention (0)-
motion passed

7. Certificate Of Substantial Completion-026073-12001 (Project #026073-15 Bradley Road Renovations)

Anne Mahon motioned to approve; Cassandra Page seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Cassandra Page, "I", Anne Mahon, "I". In Favor (5), Against (0), Abstention (0)-
motion passed

8. Certificate Of Final Completion-026070-6740 (Project #026070-Belmont Village Roof Replacement)

Anne Mahon motioned to approve; Sarah Bilodeau seconded the motion. Roll call vote: Sarah Bilodeau, "I", Charles Lavery III, "I", Gloria Leipzig, "I", Cassandra Page, "I", Anne Mahon, "I". In Favor (5), Against (0), Abstention (0)-
motion passed

**Note- Cassandra Page, question- is this the final phase of the project.*

Allison MacMartin, response- No this is the conclusion of phase 3 of 4

CONFIRMATION OF NEXT MEETING- Election of Officers-

Due to scheduling conflicts, the Regular Meeting in April will not occur. A Special Meeting will occur on 4/28 at 5:00pm via Zoom.

Chuck Lavery III, Sarah Bilodeau, and Cassandra Page confirmed virtual availability on 4/28/2022 at 5:00PM (Anne Mahon will attend dependent on internet access)-

ADJOURNMENT

Anne Mahon motioned to approve; Cassandra Page seconded the motion. Voice vote: no objections. In Favor (5), Against (0), Abstention (0)- *motion passed*

Meeting Adjourned at 6:04 PM