



MINUTES

July Regular Meeting

Virtual Zoom Meeting

July 21, 2022

ATTENDANCE-

Board of Commissioners in Attendance- Charles Laverty III, Gloria Leipzig, Cassandra Page

Cambridge Housing Authority Staff in Attendance- Allison MacMartin, Brenda Snowden Downing, Kevin Braga, Karrie Caravan

Tenant Association Members in Attendance- Sally Sennott, Lynne Martin

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

*Meeting was called to order by Chair of the Board, Charles Laverty III at 5:02PM

OLD BUSINESS

Clark Lane Easement

- Allison MacMartin gave a brief summary of the Easement at Clark Lane and mentioned that from a management standpoint, we do not recommend allowing the neighbors to move forward.
- Board Members inquired about past documentation and what type of obligations we have to the neighbors.
- Read Norton asked if the vote in 2019 was binding.
- Commissioner Laverty stated that he didn't remember what we agreed to, but he looked at the site and it looks problematic.
- Commissioner Leipzig has hesitations to move forward now that the management agent (WCI) has been consulted and has reservations.
- Cassandra Page requests seeing information regarding feedback from the WCI management staff. She stated that she is very familiar with the area and asked exactly where the residents of the facility would be picked up. If the street/hill can be leveled out, it would be beneficial to the property.
- Commissioner Laverty states he wants to work with neighbors as best as we can.
- Allison MacMartin mentioned that if the Board requires something in writing from management, she can obtain that, but the issue will be deferred another month and management prefers that a decision be made.
- Read Norton states he does not understand why we wouldn't allow this. The land is abandoned, unused, and in bad condition.
- Commissioner Leipzig mentioned that she would prefer a formal memo be put together to be presented at the next Board meeting before a vote happens. She agrees that the property is in bad condition.
- Commissioner Laverty requests that Allison research the minutes and any other documents available. He offered to have the Board vote on the issue during this meeting or to push it off to the August meeting.
- Commissioner Leipzig requests to have the vote during the August meeting.
- Commissioner Page doesn't think we need another vote – the decision was made in 2019. A memo will be presented at the August meeting and the vote will take place then.

NEW BUSINESS

- August Board Meeting – Commissioner Laverty stated that the August meeting will take place via Zoom and September will be in-person, to be confirmed in August.
- Reasonable Accommodation/Modification Policy and Procedures
 - o Commissioner Leipzig mentioned to remove “scattered site”, financial burden – who will make the determination (page 8, section 3)
 - o Commissioner Page – asked about page 10 and the title of “RA Coordinator” – does that title need to change?
 - Allison MacMartin mentioned that this title would be designated to be one person, regardless of their primary title
- Language Access Plan
 - o Allison MacMartin mentioned that DHCD has provided more specific numbers, which will be included in the updated draft
 - o No comments from the Board Members

- Fair Housing Marketing Plan
 - o Commissioner Leipzig recommends adding Belmont Diversity Task Force, Human Rights Commission
 - Allison MacMartin mentioned that she will reach out to those two groups.

Executive Director's Report- Allison MacMartin

- Summer Eats program is being offered two days/week at Belmont Village
- Dumpster has been placed at Belmont Village for tenant use for decluttering. Electronics recycling has also been offered at no charge to tenants.
- Parking lots will be restriped at Belmont Village and Waverley Oaks in the next week.
- High turnover is coming up in the next month due to move-outs and transfers.
 - o Commissioner Leipzig asked about one tenant with a high balance and asks if the Resident Service Coordinator and the Housing Authority is working with the tenant.
 - Allison MacMartin mentioned that we have been working with this tenant, even prior to the RSC being hired. One month's payment was made, which is a start, and other assistance programs, such as RAFT, have been made available to the tenant.

TENANT ASSOCIATION

- Allison MacMartin mentioned that in the chat from Robyn Larsen mentioned that there is a meeting on August 3rd between the TA and Margarita from the Mass Tenant Union Association to discuss the budget. She asked that if there is a meeting scheduled to discuss the budget with Margarita, should we defer the vote.
- Sally Sennott mentioned that 2022 has already passed and she's ok with voting on that tonight, however, FY23 should be deferred until August.
- Sally Sennott mentioned that Waverley Oaks will be hosting Porch Fest on September 10. Allison will complete the signatures and paperwork required for the event.

PUBLIC COMMENT

- Tomi Olson
 - o Heard concerns from tenants at Sherman Gardens that items on their porches needed to be removed or they would be thrown away. She contacted the Fire Dept and sent a letter to Commissioner Lavery.
 - Allison MacMartin explained that several tenants were using their porches for storage and trash, which isn't appropriate, and the policy is being enforced.
 - o Asked if there has been any movement in maintenance – suggests that each work order be signed off on by tenants once completed.
 - Allison MacMartin mentioned that this wasn't feasible with our current system.
 - Commissioner Leipzig mentioned that a sign off doesn't ensure that the work is done. Procedure should be put into place to ensure that work is completed.
 - Commissioner Page stated that these operations should be handled by staff and if tenants have concerns, they should contact their Tenant Association.
 - o Requests an update on 5 Clark Lane
 - Commissioner Lavery mentioned that there is not an update to provide.
 - Tomi Olsen stated that this is a dangerous situation, and she will ask for an update at the next meeting.

ITEMS FOR APPROVAL

1. June Regular Meeting Minutes (6/16/22)

Gloria Leipzig motioned to approve. Cassandra Page seconded the motion. Roll call vote: Charles Lavery III, "I", Gloria Leipzig, "I", Cassandra Page, "I". In Favor (3), Against (0), Abstention (0)- *motion passed*

2. Belmont Tenant Association FY22 Budget



Cassandra Page motioned to approve. Gloria Leipzig seconded the motion. Roll call vote: Charles Lavery III, "I", Gloria Leipzig, "I", Cassandra Page, "I". In Favor (3), Against (0), Abstention (0)- *motion passed*

3. Belmont Tenant Association FY22 Budget – tabled until August meeting

4. Plumbing Service Contract 2022

Gloria Leipzig motioned to approve. Cassandra Page seconded the motion. Roll call vote: Charles Lavery III, "I", Gloria Leipzig, "I", Cassandra Page, "I". In Favor (3), Against (0), Abstention (0)- *motion passed*

5. Painting Service Contract 2022

Gloria Leipzig motioned to approve. Cassandra Page seconded the motion. Roll call vote: Charles Lavery III, "I", Gloria Leipzig, "I", Cassandra Page, "I". In Favor (3), Against (0), Abstention (0)- *motion passed*

6. Low Bid Approval – Project #026071 – Clark Lane (689) Kitchen Upgrade and Flooring Replacement

Cassandra Page motioned to approve. Gloria Leipzig seconded the motion. Roll call vote: Charles Lavery III, "I", Gloria Leipzig, "I", Cassandra Page, "I". In Favor (3), Against (0), Abstention (0)- *motion passed*

CONFIRMATION OF NEXT MEETING- Thursday, August 18th, 2022 at 5:00pm via Zoom

ADJOURNMENT

Commissioner Leipzig motioned to adjourn, Commissioner Page seconded the motion, all in favor. *Motion passed.*

Meeting adjourned 6:33PM