



MINUTES

Regular Meeting Virtual Zoom Meeting August 19, 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 Mike Johnston, Kevin Braga, Karrie Canavan, Allison MacMartin, and Sarah Cummings. Also present were housing authority residents/members of the public.
2. **New Business:**
 - a. Executive Director's Report:
 - i. Annual plan for fiscal year 2022 has been approved
 - ii. Staffing Update: Fully Staffed. All positions open have been filled.
 - iii. SHERA Funding - We have received additional funding. Received \$10,000 already applied to tenant ledgers.
 - b. CPA Funds Application/ARPA funding: A Meeting was held last night that Margaret Moran (planning and Development CHA) and Sara Vogel, Assistant Housing Manager BHA, both attended. Plan on sending a memo to the Town of Belmont for water and sewer upgrades, additional cleaning and sanitizing supplies as well as a reduced or zero cost broadband for our tenants for APRPA funding. CPA application would need to occur soon. The last two grants were for our feasibility studies. We plan on waiting to apply for CPA funding until next year, to show progress with our current feasibility studies which are underway.
 - c. Accounting Update: John Filip, CFO CHA: Approved Plan for 2021. Reduced some of the exemptions applied for. Some of those exemptions were increased so we were kept at prior year's level. \$700,000 in subsidy has been approved. Broke even on non-routine expenses. Caught up on bills. The Town is charging water bills monthly now vs quarterly which is helpful for truer picture for water utility bill pay. Working on 2022 budget. Looking at line items, unit turn over incurred a lot of cost due to condition of units. Next meeting will present 2022 draft budget, and present to DHCD retiree benefits for further exemptions. A good year to get those line items in. All utilities and unit turnover costs are site specific.
 - d. Approving Policies & Tenant Involvement: Discussion during last special meeting about tenant involvement and how we want to increase tenant involvement. Also discussed what type of policies would go in front of the board. Major policies such as the Grievance Policy, or By-laws for example, would go in front of the Board. Policies that are more "operational", or "rules", those would not go in front of the board. Those would be decided on a management level. Plan on working on by-laws next with tenant association and board input. The by-laws will then be sent to all tenants the by-law/s would impact. They will have a period to which they can review before the next board meeting where they can log in when the board will vote on these by-law/s.
 - e. Open Forum/Tenant Participation: Gloria Leipzig: The executive Director will now present the report at the beginning of the meeting and will then ask for comments from residents or residents of the public on any votes or items on the agenda. It will be asked that residents or



members of the public now sign up ahead of time to speak on about any item on the agenda, for example on the day of the meeting. Comments will also be limited to three minutes. After this, the Board can deliberate on the vote, and proceed in an orderly manner. We would like to pilot this for the next few months. The Board is meant to review and vote on Board related issues. Development related issues should be decided by the Executive director in consultation with the Resident Organization.

- f. 125 Trapelo Road Assistance: Gloria Leipzig attended a meeting yesterday. There are still 7 households staying in a hotel. Metro Housing Boston is working with these households. DHCD is also working with these households. There is a fundraising website up. Looking for funds for gift card assistance (Such as CVS). Still waiting to hear from the household Management Company regarding structural integrity. Asking community if there are apartments available. Currently BHA does not have housing available for these households. DHCD could possibly see these households as emergency status. The question mark is when they can get back in/get their belongings. Will keep Allison MacMartin apprised of the situation.
3. Open Forum:

Tenant Sally Sennott asked John Filip about reserves and Asked Allison about accommodating the displaced 125 Trapelo road households. As it stands now, we are unable to accommodate these households unless DHCD guides us otherwise as we utilize the DHCD CHAMP waitlist, based on our limited vacancies when they do come up.

Lynne Martin asked when the appropriate time would be during the Board meeting was for the Tenant Association to discuss their updates. Mike Johnston explained that Cambridge requires you to sign up ahead of time and this will be a part of the by-laws that Allison and Gloria will create and eventually get voted on by the board. The by-laws in Cambridge, a tenant will get three minutes to comment if you are a tenant or are a member of the tenant council. We will also be changing the agenda so that there is more of an understanding of what the agenda items are so that when people want to sign up ahead of time, there will be a summary and a potential motion. Lynn: Flyer was put together about upcoming elections, met with Mass Union Contact, initial teach out to all three sites. Mike Johnston: The Tenant Association update should be a part of the Executive Directors Report Moving Forward. Any additional Comments from the TA can be added in the Open Forum.

Natasha Vazquez spoke regarding making Board Meetings "More Accessible". Allison MacMartin: Meeting is Posted on the Town Website, BHA website and in Community Rooms. Residents and the Public can sign up for alerts through the Town Website.
4. Items for Approval:
 - a. July regular Meeting Minutes: Anne Mahon Motioned to approve. Charles Lavery Seconded this motion. Roll call vote; Charles Lavery, "I", Cassandra Page, "I", Anne Mahon, "I", Gloria Leipzig, "I". All in favor, motion passed.
 - b. Certificate of Substantial Completion 026056-11710: Anne Mahon motioned to approve. Charles Lavery seconded this motion. Cassandra "no": "Would never had approved initial vote should she received a blueprint if she would have known the outcome/scope of work. It was "incomplete". Anne Mahon: "it was completed". Cassandra: "Still not sufficient". Gloria: "DHCD



approved and signed off". Roll call vote: Charles Lavery, "I", Anne Mahon, "I", Cassandra Page, "No", Gloria Leipzig, "I". 3 in favor, one opposed, motion passed.

- c. Clark Street Boiler Replacement – Invoice 210812: Cassandra Page motioned to approve, Anne Mahon seconded this motion. Roll call vote: Charles Lavery, "I", Cassandra Page, "I", Anne Mahon, "I, Gloria Leipzig, "I". All in favor, motion passed.
 - d. Staff Vaccination Policy: Allison MacMartin: Does not need a vote. CHA has incorporated Vaccination Policy which has been sent to Board for review. The policy has a list of possible exemptions. We hope to incorporate something similar to Belmont Housing. Only impacts four staff members. Gloria Leipzig: Governor is currently approving policy that all state workers need to be vaccinated.
5. Confirmation of Next Meeting: Thursday, September 23, 2021 at 5:00PM via Zoom
6. Adjournment: Anne Mahon motioned to Adjourn the meeting. Charles Lavery Seconded this motion. Cassandra Page, "I", Gloria Leipzig, "I". All in favor; meeting adjourned at 6:17PM.