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MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting

Town Hall, Room 1

July 5, 2012

1. Attendance: The attendance was taken at 6:00 P.M. Commissioners Charles Laverty, Sallye Bleiberg, Donna Brescia and Don Becker were present. Also present was the Executive Director, Donna Hamilton. Commissioner Leo Saidnawey was absent.
2. Open Forum: There was no discussion under Open Forum this month.
3. Reading and Approval of the Minutes of the Meetings:
 - May 21, 2012 Regular Meeting: A motion was made by Charles Laverty, seconded by Sallye Bleiberg, to approve the minutes of the May 21, 2012 Regular Meeting. The vote was unanimous (4).
 - April 24, Annual Meeting: A motion was made by Charles Laverty, seconded by Sallye Bleiberg, to approve the minutes of the April 24, 2012 Annual Meeting. The vote was unanimous (4).
4. Bills and Communications:
 - Revolving Fund: Checks #1255 through #1296: A motion was made by Donna Brescia, seconded by Sallye Bleiberg, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (4).
 - 4001:
 - MRVP – AHVP: Checks #53 and Check #54: A motion was made by Donna Brescia, seconded by Charles Laverty, to approve the checks on the MRVP-AHVP Warrant. The vote was unanimous (4).
 - 689-1:
 - Section 8: EFT 6/1/2012: A motion was made by Donna Brescia, seconded by Sallye Bleiberg, to approve the Section 8 EFT. The vote was unanimous (4).
5. Executive Director's Report: The Director confirmed that there would be a meeting with the Planning and Community Development Office to discuss the HOME program. It was further discussed that the Director would also contact dhcd in order to request an advance on the authority's formula funding. The more immediate projects would include the remainder of the underground cables at Belmont Village, the roofs at Clark Lane and Waverley Oaks Apartments, and exterior work at Clark Lane. The Director will provide the board with an update at the next board meeting.

6. Agenda Items for Board Vote:

1. Vote to Approve Application for Payment 01 for J. Roia Electrical, Inc.: A motion was made to approve Application for Payment 01 for J. Roia Electrical Inc. in the amount of \$25,175.00. The vote was unanimous (4).
2. Vote to Approve Certificate of Substantial Completion for J. Roia Electrical, Inc.: The vote was postponed pending receipt of the Certificate of Substantial Completion from J. Roia Electrical, Inc.
3. Vote to Approve Certificate of Final Completion for J. Roia Electrical, Inc.: The vote was postponed pending receipt of the Certificate of Final Completion from J. Roia Electrical, Inc.

7. Report of Committees:

1. Belmont Housing Trust: There was no new information for discussion this month.
2. CPA: There was no new information for discussion this month.

8. Unfinished Business:

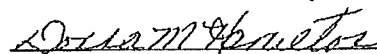
1. Discussion of Solar Installations for Belmont Housing Authority Developments: There has been no further communication but a meeting with the BMLD would be necessary in order to discuss the metering agreement.
2. Discussion of Interviews for Fee Accountant: The Director and Commissioner Donna Brescia reviewed the interview process and it was decided that the authority would hire Fenton, Ewald & Associates based upon staffing capabilities and accounting experience. It was also noted that the monthly accounting would be done on site and that since they are also the Fee Accountants for the Dedham Housing Authority this would help to facilitate communication with regard to the administration of the Section 8 Voucher Program. A motion was made by Sallye Bleiberg, seconded by Donna Brescia, to retain Fenton, Ewald & Associates as the Fee Accountants for Belmont Housing Authority. The vote was unanimous (4).

9. New Business:

1. Discussion of Trapelo Road Project: The board reviewed the documentation from the Planning and Community Development Office including the Right of Entry form and the proposed Easement Agreement. The board also briefly discussed the benefit to the authority in approving the project as this would include reconstruction of the stone wall in front of Waverley Oaks Apartments and an assessment of some of the drainage problems in the development. It was agreed that the information would be forwarded to dhcd for further review and approval.

10. Next Meeting: The board agreed that the next board meeting would be held in the Town Hall at 6:00 p.m. on Monday, July 30, 2012.

11. Adjournment: A motion was made by Sallye Bleiberg, seconded by Charles Laverty, to adjourn the meeting at 6:50 p.m. The vote was unanimous (4). Upon a roll-call vote, the board voted to convene in executive session to discuss maintenance union negotiations and that the open session would not reconvene at the close of the Executive Session.


Donna M. Hamilton, Executive Director

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