



MINUTES

Regular Meeting Virtual Zoom Meeting September 24, 2020

1. Meeting was called to order by Chair Brescia at 5:01pm.
2. Attendance: The attendance was taken. Commissioners Donna Brescia, Charles R. Lavery, III, Gloria Leipzig, Cassandra Page and Anne Mahon were present. Present from the Cambridge Housing were Karrie Canavan, Kevin Braga, Sarah Cummings, Mike Johnston, Brenda Snowden-Downing and Allison MacMartin. Also present were housing authority residents/members of the public.
3. Approval of minutes – Minutes from the August 2020 Regular Meeting were approved. Commissioner Mahon moved to approve, Commissioner Lavery seconded, Commissioners Brescia and Leipzig voted in favor, Commissioner Page abstained.
4. New Business
 - a. Update from Cambridge Housing Authority
 - i. Sherman Garden Transformer Replacement
 1. The new equipment was successfully installed on September 23rd. Belmont Light will returned in approximately two weeks to remove the old equipment.
 - ii. CPA Funding was secured for a feasibility study to be conducted regarding the redevelopment of Belmont Village.
 - iii. Staffing Update
 1. Sarah Cummings will be transitioning to work Full Time as the Assistant Housing Manager at BHA. We expected her to be fully transitioned by mid-November.
 2. John Filip, CFO, is providing accounting support to the authority.
 3. One maintenance mechanic is still on leave.
 4. PT Resident Services Coordinator to be hired. Funding has been secured through 2021 for this position.
 - iv. Accounting Update
 1. Sundry account will be broken up into more specific categories moving forward
 2. Salary savings is due to multiple staff vacancies
 3. Water is a big expense to the Authority
 4. Commissioner Leipzig asked about cash reserves. John Filip, Cambridge Housing CFO, mentioned that there are two accounts at the state trust. Overall cash position is about \$900,000. He is going to take a deeper look into this in the weeks to come.
 5. Commissioner Leipzig asked about Covid-19 reimbursement from the State. John Filip mentioned there are two avenues that the authority will be able to apply to. Allison MacMartin also mentioned that there is



an automatic state funding program that we will receive, which is a set dollar amount per unit.

- v. August Overview
 - 1. Belmont Village
 - a. Delinquency is still an issue, but it has greatly improved over the past month.
 - 2. Sherman Gardens & Waverley Oaks
 - a. Rent delinquencies are very low.
 - b. No major issues to discuss at this time.
- vi. Open Forum/Tenant Participation
 - 1. Courtney Morton, Treasurer from the Tenants' Association, mentioned that the President of the Association has stepped down and they will be holding an election for new officers. They will include the elderly sites moving forward. There was a budget for events last year, which was not received by the association. The MOU might need to be approved by a DHCD attorney – Allison to follow up with Jack Cooper from Mass. Union of Public Housing.
- vii. Chair Brescia announced that she is moving out of Belmont and will be stepping down from her position on the board. Charles Lavery will step in as Chair in the interim.
- viii. Confirmation of next meeting
 - 1. Regular Meeting - Thursday, October 22nd at 5:00pm
- ix. Adjournment
 - 1. A Motion to enter into Executive Session for the purposes of discussing the collective bargaining matter by Commissioner Brescia was made at 6:05pm. Motion was seconded by Commissioner Lavery. The vote was Unanimous (5)
 - 2. Chair Brescia motioned that the Regular Meeting would adjourn after Executive Session. Commissioner Lavery moved to approve, Commission Mahon seconded, Vote: Unanimous (5), Motion declared passed.