



MINUTES

Regular Meeting

Virtual Zoom Meeting

June 16, 2022

ATTENDANCE-

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

*Note- Sarah Bilodeau joined the meeting at 5:11PM

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

Tenant Association Members in Attendance- Lynne Martin, Sally Sennott

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

***Meeting was called to order by Board of Chair, Charles Laverty III at 5:00PM**

OLD BUSINESS: Clark Lane Easement- Jill and Read Norton

The abutting property at 96 Clark Street came before the Board for the second time to request permission to move their driveway from Clark Street to Clark Lane via an easement on an undeveloped allotment of state property. The transition would alleviate safety concerns, increase privacy, and protect the elm bordering the existing driveway. The presentation included conceptual renderings of the proposal.

Allison MacMartin, concern: Although the proposal is not directly opposing the BHA Entrance, it may impact the sidewalk and pick-up zones used by large vans and medical vehicles. When first proposed in 2019, WCI (service provider) was not consulted and are expressing concerns about operational feasibility.

*All Board Members request further clarification on the design in reference to the BHA property and may benefit from an in-person tour that includes WCI, Operations, the Board, and the Nortons

Anne Mahon, question: given that the proposed widens the existing drive, it may benefit the residents. Would you be willing to allow medical vehicles to use your driveway to back-up?

Jill Norton, response: yes, the driveway would widen the space which may be mutually beneficial

Read Norton, comment: when presented in 2019, we received unanimous support from the Board. We have planned and invested in this project for 3 years and are leery about committing to additional meetings without a clear path towards authorization to move forward and direction on any state level processes.

Mike Johnston, response: There are multi-level issues to resolve including DHCD and the disposal of public property as well as Procurement, which falls under the Inspector General. If the Board expresses interest in moving forward, Sue Cohen, General Counsel at CHA, can research the process(es) required to move forward with a license agreement vs. easement.

Charles Laverty, comment: the Board is sympathetic to the neighbor's investment and is interested in Sue Cohen's services to expedite the process.

Read Norton, comment: We appreciate your efforts but are unlikely to move forward with a license agreement that may cause a material change to our property and would prefer an easement.

*Note- Interruption due to technical difficulties, presentation and questions resumed after the ED Report

NEW BUSINESS- Charles Laverty

July Meeting Location- A June in-person platform was not feasible, and July & August are usually lightly attended. We should plan to maintain remote participation until an in-person meeting in September pending DHCD Guidance.

Mike Johnston, comment: CHA goes live 7/15/22 but has the technology to offer hybrid platforms

Gloria Leipzig, comment: DHCD Memo was released calling the Board back in-person effective 7/15/22

Charles Laverty, comment: If required per DHCD, we will hold the July meeting in-person

EXECUTIVE DIRECTOR'S REPORT-Allison MacMartin

FY23 Annual Plan DHCD Approval- DHCD approved the FY23 Annual Plan draft.

AHVP Vouchers- BHA has 14 active AHVP Vouchers (10 Standard/4 NHPP). 4 additional vouchers (3 Standard/1 NHPP) were offered/accepted, and applicants are searching for a unit. 4 vouchers are being issued through the CHAMP waitlist pull process. Once issued, BHA will manage a potential 17 AHVP Vouchers (22 including NHPP)

Move-in/Move-out Data- Plan to present transfer data due to stairs, household size, etc. at next meeting

Delinquency- delinquencies are increasing, and tenants who received SHERA are provided 6 months of eviction protection for non-payment. We are approaching the end of that grace period and are working internally to design a policy to handle past due balances.

CPC Funding- we received the CPC funding from the town meeting

Gloria Leipzig, comment: a lot of time and effort went into planning that meeting, which was met with overwhelming approval.

Board Comments:

Gloria Leipzig, question about delinquency: we should give our residents every opportunity to pay back their rent, and I'm concerned that it gets harder to pay that back as the number gets bigger. What is the process in terms of informing people about arrearages and alternative programs such as RAFT?

Allison MacMartin, response: we are sending out gentle reminders of past due balances that includes available programs. SHERA is different because tenants are required to apply directly whereas SHERA allowed residents to sign off on management submitting on their behalf.

Anne Mahon, question about delinquency: it looks like most residents are only slightly behind, but there are some residents who are more than several months behind, are they aware of the balance?

Allison MacMartin- All tenants with outstanding balances were made aware

Cassandra Page, question about delinquency: is this a matter of eviction protection or is there an affordability issue?

Allison MacMartin, response: there is a mix, but delinquency is climbing because SHERA is no longer available, but rent is income based so it should be affordable.

OTHER ITEMS UNANTICIPATED BY THE CHAIR-

Charles Laverty, reference to social media comments: The Tenant Association and public comments have increased in the past few years. The Board worked hard to increase tenant participation and wants to ensure tenants feel free to comment on the agenda and know those comments are welcomed, and the Board appreciates being made aware of issues regarding the items on the agenda that day.

TENANT ASSOCIATION

Lynne Martin- We ask that tenants contact us directly or reach out by email, but the TA is not on social media.

PUBLIC COMMENT- Tomi Olson, question(s): Does the Board receive details on how many evictions are done by week and the reasons for evictions? Under Jaclyn Martin's management, tenants were given a sign off sheet when maintenance completed a job, is this system in place? Chuck, in your other career as a town assessor we spoke about 5 Clark Lane as non-profit affordable housing of Cambridge Corp., and CHA should owe tax, which at fair market value would be approximately \$12K, and Belmont cannot afford to lose this revenue to a non-profit tax write-off. I'm concerned that a commissioner is serving on

the Trust, CPA, BHA, etc. and retired after serving almost 30-years in Cambridge on their housing association, which poses a conflict of interest.

Allison MacMartin, response to evictions and work orders: there have been no evictions since CHA began managing Belmont. We serve notices, enforce the lease, and follow standard procedure. Regarding work orders, previous administrators introduced a sign off sheet, but BHA went paperless after introducing a new PMS, PHA Web. Additionally, due to covid, it was not a good practice to share pens, paper, or touch a shared screen.

Charles Lavery, response to Clark Lane and conflict of interest: Non-profits need to apply for a waiver not to pay taxes, and CHA did not apply for this waiver. Individuals who serve on multiple boards have been brought to the State Ethics Commission who determines those rulings, as they did on my serving on two seats.

Mike Johnston, comment regarding Clark Lane: the CHA is not seeking a tax exemption.

Gloria Leipzig, comment on conflict of interest: in July 2013, I retired from Cambridge after 30 years, which is not an ethical violation. I do not have voting powers on Housing Trust, and for the CPC I occupy the Board of Commissioner's Seat, which is their composition requirement.

ITEMS FOR APPROVAL

1. May Regular Meeting Minutes (5/19/22)

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

2. AUP FY20 Letter of Engagement

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

3. Reverse Architecture Invoice #070.2022.006 (Clark Lane Flooring/Kitchen Project)

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

4. Universal Environmental Consultants Invoice #9586 (Clark Lane Flooring/Kitchen Project)

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

CONFIRMATION OF NEXT MEETING- Thursday July 21, 2022 at 5:00pm

*Meeting will be held at Waverly Oaks if viable, confirmation will be sent one week in advance

ADJOURNMENT-

Cassandra motioned to approve. Gloria Leipzig seconded the motion. Majority vote: no objections- *motioned passed*

***Meeting adjourned 6:44PM**