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MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting

Town Hall, Room 1

November 28, 2011

1. Attendance: The attendance was taken at 6:00 P.M. Commissioners Leo Saidnawey, Charles Lavery, Don Becker and Sallye Bleiberg were present. Also present was the Executive Director, Donna Hamilton. Commissioner Donna Brescia was absent.

2. Open Forum: There was no discussion under Open Forum this month.

3. Reading and Approval of the Minutes of the Meetings:

-October 24, 2011 Regular Meeting: A motion was made by Leo Saidnawey, seconded by Don Becker, to approve the minutes of the October 24, 2011 Regular Meeting. The vote was unanimous (4).

4. Bills and Communications:

Revolving Fund: Checks #844 through #908: A motion was made by Leo Saidnawey, seconded by Don Becker, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (4).

4001:

MRVP – AHVP: Checks #39 through #40: A motion was made by Leo Saidnawey, seconded by Donna Brescia, to approve the checks on the MRVP –AHVP Warrant. The vote was unanimous (4).

689-1:

Section 8: EFT 11/1/2011: A motion was made by Leo Saidnawey, seconded by Don Becker, to approve the Section 8 EFT. The vote was unanimous (4).

5. Executive Director's Report: The board discussed the dhcd budget certification and it was agreed that the Director would ask the Fee Accountant to review the Executive Director's salary and that it is in compliance with dhcd budget guidelines. Also in conjunction with the FY 2012 budgets, the Director will follow-up with the Fee Accountant about forwarding a copy of the revised budget as well. The board also decided that the authority would designate an area for residents who would like to have gardens at Sherman Gardens Apartments. It was further agreed that the authority would continue with the alarm installation at Waverley Oaks Apartments because of security issues and also because the Building Department had addressed the issue of outside access to the emergency doors. The Director will also continue to email the MassNAHRO Newsletter to the board on a monthly basis.

6. Agenda Items for Board Vote:

1. Vote to Award Contract for Electrical Service Upgrade at Belmont Village: A motion was made by Leo Saidnawey, seconded by Don Becker, to award the Contract to the low bidder, J. Roia Electrical, Inc. based upon the recommendation of the Executive Director. The vote was unanimous (4).

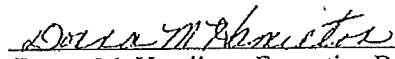
7. Unfinished Business:

1. Discussion of Royal Road Proposal: The board decided that since the Selectmen are currently favoring a proposal that would not create more traffic for Clark Lane, there is no need to take any further action at this time.
2. Waverley Oaks Trapelo Road Sidewalks: The board discussed bringing this matter to the attention of the Interim Town Administrator in addition to asking the Selectmen to address the issue.
3. Vacancy and Turnover Procedures: The Director will meet with the Maintenance Supervisor and the Tenant Selection Coordinator on a monthly basis and the board will continue to receive monthly reports.
4. Discussion of Solar Installations for Belmont Housing Authority Developments: Commissioner Don Becker told the board that there had been a meeting with Revolution Energy and that the information would be forwarded to dhcd as soon as the authority receives it. The Director again contacted dhcd to discuss the possibility of utilizing ARRA funds for this project so that other projects might be incorporated into the authority's request for Community Preservation funding. The board further discussed the possibility of asking Sustainable Belmont to support this project as well.
5. Discussion of Developing a List of Community Preservation Projects: In addition to the solar panels and the elevator, the board decided to again review the Capital Improvement list since formula funding would not be able to completely address all of the proposed projects. The board requested that the Director and the Maintenance Supervisor review the CIP prior to the next board meeting to determine if the priorities have changed.
6. Discussion of Belmont Housing Trust Request for Project Based Vouchers: Since there is no new information at this time, it was decided that this item would be removed from future agenda's pending any further communication from the Belmont Housing Trust and that the Belmont Housing Trust would be added to the agenda under Report of Committees. Commissioner Charles Laverty will continue to update the board on the Belmont Housing Trust.

8. New Business:

9. Next Meeting: The board agreed that the December meeting would be held in the Town Hall at 6:00 p.m. on Monday, December 19, 2011.

10. Adjournment: A motion was made by Leo Saidnawey, seconded by Charles Lavery, to adjourn the meeting at 7:25 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. The vote was unanimous (4).


Donna M. Hamilton, Executive Director

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