

MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting Waverley Oaks Apartments October 9, 2007

1. Roll Call: The roll call was taken at 6:00 P.M. Commissioners Leo Saidnawey, James Murphy and Don Becker were present. Also present were the Executive Director, Donna Hamilton; Tara Mizrahi from Affirmative Investments and residents of Waverley Oaks Apartments.
2. Meeting with Residents of Waverley Oaks Apartments: During the discussion, the residents asked about the status of the new parking spaces for Waverley Oaks Apartments including any additional parking for visitors. The Board indicated that the Authority would distribute the new parking based upon the needs of both the residents and the visitors so that as many residents as possible will be assigned parking that is closest to their apartment. It was also decided that Commissioner Leo Saidnawey will email Chief David Frizzell to thank the Belmont Fire Department for their numerous responses to the fire alarms.
3. Meeting with Affirmative Investments: Affirmative Investments provided the Board with a brief update of the work that will be conducted at Waverley Woods. Since the work will include drilling and blasting the Authority will send out notices to the residents informing them that the trees will be cleared and then there will be some blasting due to ledge. It is anticipated that the construction period will be for approximately fourteen (14) months. Although the current plan will also include a ramp that will be approximately eighty (80) feet long, Affirmative Investments would prefer to install an outdoor elevator or lift on the back of one of the new buildings in order to provide access to Trapelo Road. In the near future, Affirmative Investments will be meeting with the Disability Access Commission and if necessary, the Authority will take a vote on supporting the revised plan as it will be presented to the Planning Board.
4. Reading and Approval of the Minutes of the Meetings: It was agreed that the Director would do the Minutes of the September 5, 2007 Meeting.

5. Bills and Communications:

Revolving Fund: Checks #12775 through #12854: A motion was made by Leo Saidnawey, seconded by James Murphy, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (3).

4001:

MRVP-AHVP: Checks #1553 through #1556: A motion was made by Leo Saidnawey, seconded by James Murphy, to approve the checks on the MRVP-AHVP Warrant. The vote was unanimous (3).

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5. Bills and Communications (continued):

689-1:

Section 8: EFT - 8/1/2007, 9/1/2007 & 10/1/2007: A motion was made by Leo Saidnawey, seconded by James Murphy, to approve the Section 8 EFT. The vote was unanimous (3).

6. Action Items from September 5, 2007 Meeting:

1. Sub Categories for Maintenance Materials - Janet: The Director told the Board that Janet had contacted Tom Joy to work on the list of maintenance materials however, this project will have to be scheduled as soon as Tom is available to work on creating a new program. The Board agreed that this item would remain on the agenda until more information is available.
2. Springwell Services - Donna: The Director reported to the Board that she had contacted Springwell and that Springwell provided a breakdown of their services from March until August of 2007 including grocery deliveries, home delivered meals, lifeline, transportation and adult day health. Copies of this information will be provided to the Board. The Director and the Tenant Selection Coordinator will meet with Springwell to determine the need, if any, for any additional services. The Board agreed that this item would remain on the agenda pending further information from Springwell.
3. Overtime Report - Donna: The Director told the Board that more information will be included in the maintenance overtime time sheets. The information will provide more of a description of the actual work that was done in relation to the call.
4. Handicap Accessibility Evaluation for SG and WO - Donna: The Director asked the Board for clarification concerning this evaluation as to whether this pertains to the 504 Evaluation or the recent information that was provided to DHCD concerning the elevator and/or non-elevator alternatives that would address accessibility issues. The Board agreed that this item would remain on the agenda pending clarification from Board members not in attendance at the October meeting.
5. Grievance Procedure - Donna/Janet: The Board agreed that this item would be removed from the agenda as the Grievance Procedure has been approved by the Board.
6. Cars Towed at WO - Donna: The Director told the Board that although she had no first hand knowledge of the incident, after speaking with the maintenance department and the tow company, there was an apparent miscommunication about the cars being towed. The Board agreed that since there is no other information available, this item would be removed from the agenda and that cars should not be towed for parking overnight.

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6. Action Items from September 5, 2007 Meeting (continued):

7. DHCD Budget Meeting Board/Donna: The Director confirmed that she had submitted the Budgets to DHCD as approved at the September Board

meeting however, the Board agreed that if the budgets are not approved by DHCD the Authority will request written confirmation stating the reason(s) why the state is unable to approve them.

8. Residents Feeding Squirrels at SG: The Director told the Board that the Tenant Selection Coordinator and the Health Department would be meeting with the tenant to discuss this matter. This item will remain on the agenda pending further confirmation that the problem has been addressed.

9. Radiator Knobs in Hallways at SG: The Director told the Board that she had met with residents of Sherman Gardens on October 4th and the residents were told that the Authority removes the knobs in the hallways due to problems with residents turning the heat up and down and, in some cases, removing the knobs so that the Authority is unable to locate them. This item will be removed from the agenda.

7. Executive Director's Report:

1. Apartment Vacancies: The Board reviewed the cumulative list of vacant apartments that was provided by the Tenant Selection Coordinator including the additional information pertaining to the work orders.

2. Monthly Revenue Collection Report: The Board reviewed the monthly collection report including the court agreements and evictions. The Director told the Board that many of the agreements were for \$25 and although the Board could set a policy that requires a minimum of \$50, some residents would not be able to afford that amount and the Authority would then have to proceed with an eviction.

3. Meetings with Sherman Gardens and Waverley Oaks Apartments: The Director told the Board that the meetings with the residents were held on October 4th. There were no problems brought up at that time and most of the discussion was informational in order to provide the residents with an update on the projects pertaining to each of the developments.

4. Elevator Application Update: Although the Board had received a copy of the DHCD Reviewer comments, the Director told the Board that she had also contacted DHCD and it appears that elevators will be excluded from this year's application. Since paving ties in with other Town projects, the Board will have to determine if the Authority wants to ask the Town to include similar projects that might be applicable in any BHA developments. This item will remain on the agenda for further discussion.

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6. Executive Director's Report (continued):

5. Update on Modernization Projects: The Director, BHA Maintenance Supervisor, Chief David Frizzell, and Captain Pizzi met with DHCD for the kick-off meeting for the fire alarms for Sherman Gardens Apartments. The repair/replacement of the steps at Sherman Gardens is also in progress as well as the insulation study for Belmont Village.

7. Report of Committees:

1. Belmont Housing Trust: No discussion this month.
2. Sub-Committee on Maintenance: No discussion this month.

8. Unfinished Business:

1. Towing at Waverley Oaks Apartments: No further discussion.
2. DHCD Budget Certifications: No further discussion.

9. New Business:

1. Board Signature Authorization: The Director asked the Board to authorize the Vice-Chairman to sign documents on behalf of the Authority if the Chairman is not available. A motion was made by Leo Saidnawey, seconded by James Murphy, to authorize the Vice-Chairman to sign documents in the absence of the Chairman. The vote was unanimous (3).
2. Direct Deposit: Since all current employees are in favor of direct deposit, a motion was made by Leo Saidnawey, seconded by James Murphy, that direct deposit will be mandatory for all new employees in the future. The vote was unanimous (3). Any Board members who would also like to utilize direct deposit may do so by completing a form and returning it to the office.
3. DHCD Contracts for Belmont Village, Sherman Gardens Apartments and Stantec: An individual motion was made by Leo Saidnawey, seconded by James Murphy, to approve each of the CFA Contracts for Belmont Village, Sherman Gardens Apartments and the Assignment and Assumption Agreement for Stantec (formerly known as Geller Devellis). The vote was unanimous (3).
4. Replacement of Fire Panel at Sherman Gardens Apartments: Due to the fact that this constitutes an emergency, a motion was made by Leo Saidnawey, seconded by James Murphy to approve the fire panel replacement for Sherman Gardens. The vote was unanimous (3).

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9. New Business (continued):

5. Sherman Gardens Retaining Wall: A motion was made by Leo Saidnawey, seconded by James Murphy to authorize the repair of the retaining wall contingent upon approval from Commissioner James Murphy. The vote was unanimous (3).

6. BHA Payments for Sherman Gardens and Waverley Oaks Belderbus Transportation: A motion was made by Leo Saidnawey, seconded by James Murphy, to authorize the Executive Director to spend up to \$1,000.00 for necessary unanticipated expenses without Board

approval. The vote was unanimous (3). These expenditures will be included in the agenda at the Board meetings.

6. Open Meeting Law: The Board agreed that this discussion would be postponed until the next regular meeting when the entire Board is in attendance.

7. Parking at Belmont Village: The Board briefly discussed the Parking Policy for Belmont Village that was agreed upon with the previous Belmont Village Tenant Council. There is a total of 112 parking spaces and one (1) space is assigned to each apartment; seven (7) residents have two (2) parking spaces; 3 visitor parking spaces; and there are two (2) parking spaces for maintenance vehicles.

10. Adjournment: A motion was made by Leo Saidnawey, seconded by James Murphy, to adjourn the regular meeting at 8:20 P.M. so that the Board could convene in Executive Session for the purpose of discussing union issues and the evaluation for the Executive Director. Upon a roll call vote, the vote was unanimous (3).

Donna M. Hamilton, Executive Director

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