

MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting
April 23, 2008

59 Pearson Road

1. Attendance: The attendance was taken at 6:05 P.M.
Commissioners Leo
Saidnawey, James Murphy, Don Becker, Ann Verrilli and Sallye
Bleiberg
were present. Also present were the Executive Director,
Donna Hamilton;
Anne Allen from the League of Women Voters and residents of
Belmont
Village.

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

-March 24, 2008 Regular Meeting: A motion was made by Don
Becker
seconded by Ann Verrilli, to approve the minutes of this
meeting. The
vote was unanimous (4).

3. Bills and Communications:

Revolving Fund: Checks #13226 through #13272: A
motion was made
by James Murphy, seconded by Donald
Becker,
to approve the checks on the
Revolving Fund
Warrant. The vote was unanimous
(4).

4001:

MRVP-AHVP: Checks #1567 through #1568: A motion
was made by
James Murphy, seconded by Don
Becker, to
approve the checks on the MRVP-AHVP
Warrant.
The vote was unanimous (4).

689-1:

Section 8: EFT - 4/1/2008: A motion was made by
James
Murphy, seconded by Don Becker, to
approve the

Section 8 EFT. The vote was unanimous (4).

4. Action Items from March 24, 2008 Meeting:

- Price Estimates for Landscaping and Repair of Clothes Yards: **Due to staffing issues, this item will remain on the agenda for further discussion.**

b) Maintenance Inspections for Water Saving Repair/Replacement Initiatives: **This item will also remain on the agenda due to the same staffing issues.**

2 Recycling Program for Belmont Village: As a follow-up to the proposed re-cycling program for Belmont Village, the Director sent DHCD an email and posted an email on the MassNAHRO forum website.

- 3 MRC: The MRC will not be an option for blood pressure clinics due to the fact that the volunteers are utilized for emergency purposes only. **The Director will also contact the Council on Aging.**

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6. Executive Directors' Report:

1. Apartment Vacancies: The Board reviewed the cumulative list of vacant apartments that was provided by the Tenant Selection Coordinator and there were no further questions. **In the future, the Director will provide a written summary/narrative of the regular meeting report to the Board at the time that the monthly packets are distributed. The Chairman, Commissioner Leo Saidnawey, will work with the Director to establish a format for the report.**

- Monthly Revenue Collection Report: The Board reviewed the monthly

collection report including the continuing court agreements and evictions.

- Meetings with Sherman Gardens and Waverley Oaks Apartments: The issues at Sherman Gardens this month included a schedule for trimming bushes and trees, sending a reminder notice to residents about not driving on the lawn and changing the day for rubbish pick-up **to Monday and Thursday rather than Tuesday and Thursday. The Authority will obtain prices from other companies in addition to changing the dates for Sherman Gardens.** The issues at Waverley Oaks Apartments included window washing, paving and water coming from McLean Hospital. **The Director will contact Glen Clancy at the Planning Dept. with regard to the water run-off coming from McLean Hospital in order to determine McLean Hospitals' responsibilities to controlling the impact of the drainage.** The meeting with Belmont Village will be scheduled during the month of May to discuss clothes yards and speeding. The Director will also contact the Belmont Police Department about residents concerns and residents should always be encouraged to contact the office with regard to specific incidents so that the Authority can pursue these issues.

- 6 Update on Modernization Projects: The kick-off meeting for the steps at Sherman Gardens was held on April 8th, the infra-red testing for Belmont Village has been completed and New England Builders will be evaluating the windows in the development. **The information from the infra-red testing will be provided to the Board upon receipt from the contractor.** Stantec has also re-submitted the CDs to DHCD for final approval prior to re-bidding the project. Nangle Engineering has been assigned to the Waverley Oaks project as well as the

alarms for Sherman Gardens. The Authority is currently obtaining three (3) written prices from contractors to repair the retaining wall at Sherman Gardens Apartments.

- d Resident Demographic Information: The Board received the updated resident demographic information in the monthly packet and will direct any further questions to the Director.

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6. Executive Directors' Report (continued):

- e Percentage of Non-Elder Residents in 667 Developments:
The Director contacted DHCD and it was discussed that housing authorities should make an effort to achieve the 13.5% however, due to internal transfers that are prioritized over outside applicants, it is not always possible to maintain that percentage. **Commissioner Ann Verrilli will send the Director an email concerning the specific statutory regulation.** The Tenant Selection Coordinator will continue to monitor the conventional waiting list and the transfer applications.

6. Executive Director's Report (continued):

- 7. Activities for Town Report: The Director suggested that the ongoing list continue to include modernization projects and Springwell but that it also include any projected future capital improvement projects and the new website. **Since the Board had no revisions to the proposed website, the Director will proceed accordingly.**

7. Report of Committees:

7 Belmont Housing Trust: The Waverley Woods project is proceeding with no reported problems and the BHT is still exploring the availability of funds through the HOME Consortium.

2. Sub-Committee on Maintenance: No report this month.

8. Unfinished Business:

8 Sustainable Belmont Climate Action Plan: The Authority will continue to try to implement recycling programs, enhance transportation for the elderly, use energy efficient light bulbs and obtain energy audits. **The Authority will send out notices to residents at Belmont Village encouraging them to obtain energy audits as well. The Director will also ask DHCD if they have any suggestions with regard to energy conservation. This will also be discussed at the tenants meeting and one resident will be requested to have an energy audit done as an example of the potential savings to other residents.**

9 DHCD Mixed-Finance Program Planning Grant: **The Director will proceed with this application as discussed and will also contact the MHP Planning Consultant to clarify some questions about the application and the best approaches.**

9 Watertown Housing Authority: The Director spoke to Tom Wayde and will be arranging a meeting.

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9. New Business:

8 Letter from Tow Company: **The Director will contact the Tow Company to thank them for the correspondence and will also follow-up with the residents.**

9 Variance Report: **Since the budget has recently been approved by DHCD, the Director will review and provide this information to the Board for each meeting in the future.**

10. Next Meeting: The Board agreed that the next regular meeting would be held on Wednesday, May 28th, due to the Monday holiday.

11. Adjournment: A motion was made by Leo Saidnawey, seconded by Sallye Bleiberg, to adjourn the regular meeting at 7:10 P.M. The vote was unanimous (5).

Executive Director

Donna M. Hamilton,

a true copy