

MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting
May 28, 2008

59 Pearson Road

1. Attendance: The attendance was taken at 6:00 P.M.
Commissioners James
Murphy, Sallye Bleiberg, Don Becker, Leo Saidnawey and Ann
Verrilli
were present. Also present were the Executive Director,
Donna Hamilton;
Anne Allen from the League of Women Voters and residents of
Belmont
Village.

2. Meeting with Residents of Belmont Village: In connection
with the
modernization work at Belmont Village, some of the windows
were
removed in order to determine the amount of insulation that
is present.
**This information, including the infrared testing report, will
be
forwarded to Commissioner James Murphy as soon as it is
received by
the Authority. The Director will follow-up with Nilson and
Siden
Associates, Inc. on the status of this information. The
Authority
will also try to obtain modernization funding to address the
clothes
yards in the backyard areas and the Director will schedule a
meeting
with the residents of Belmont Village to further discuss some
of these
issues.**

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

-April 23,2008 Annual Meeting: A motion was made by James
Murphy,
seconded by Don Becker, to approve the minutes of this
meeting. The
vote was unanimous (5).
-April 23,2008 Regular Meeting: A motion was made by James
Murphy,
seconded by Don Becker, to approve the minutes of this
meeting. The
vote was unanimous (5).

-The Director will also provide the Board with the Minutes of the Executive Session. A copy of the Personnel Evaluation Form will be emailed to the Board as a word document. The status of the legal expenses will be reviewed during the later part of the meeting in Executive Session.

4. Bills and Communications:

Revolving Fund: Checks #13273 through #13333: A motion was made by James Murphy, seconded by Sallye Bleiberg, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (5).

4001:

MRVP-AHVP: Checks #1569 through #1570: A motion was made by James Murphy, seconded by Sallye Bleiberg, to approve the checks on the MRVP-AHVP Warrant. The vote was unanimous (5).

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4. Bills and Communications (Continued):

Section 8: EFT - 5/1/2008: A motion was made by James Murphy, seconded by Sallye Bleiberg, to approve the Section 8 EFT. The vote was unanimous (5).

5. Action Items from March 24, 2008 and April 23, 2008 Regular Meeting:

In accordance with the discussion at the April 23, 2008 Regular Meeting, the Director will provide the Board with a written report

of any items that would otherwise be discussed under the Executive Director's Report on the agenda. In this month's report, the Director also included the agenda action items from the previous meetings and suggested that this information be included on a monthly basis as well.

The action items in the May 28, 2008 Report included an update on: price estimates for landscaping and repair of clothes yards, Maintenance inspections for water saving repairs/replacement initiatives, proposed recycling program for Belmont Village, Blood Pressure Clinics for Sherman Gardens and Waverley Oaks Apartments, water runoff at Waverley Oaks Apartments, new BHA website and towing and traffic issues at Belmont Village. The Board also briefly discussed certain provisions of the standard lease for state-aided housing developments in relation to some of the recent decisions of Cambridge Court. **The Board agreed that the Director should contact MassNAHRO concerning dhcd's position on issuing No Trespass Notices and that the Director will further develop, and present to the Board for approval, a Policy concerning this matter.**

6. Executive Director's Report:

The agenda items that were included in the written report of the Executive Director included an update on the following: apartment vacancies, monthly revenue report, meetings with Sherman Gardens Apartments, Waverley Oaks Apartments and Belmont Village, current status of modernization projects, monthly meeting with John S. Sullivan, list of activities for Town Report and the MassNAHRO Conference. **The Board agreed to continue with the current format for the written Executive Directors' Report however, the format for the apartment**

vacancies will revert to the previous cumulative listings that will also include the length of time that the apartment(s) are vacant. A motion was made by Sallye Bleiberg, seconded by Don Becker, that the Board further authorized the Director to spend approximately \$2,000.00 for creating the new BHA website and up to \$200.00 per month to maintain it. The website will also include income limits, a description of the Section 8 Housing Choice Program as well as the PHA and Administrative Plan for this program. It was agreed that after the website is established other links may be added at that time.

7. Report of Committees:

- Belmont Housing Trust: The Waverley Woods project is still proceeding including some outreach efforts with regard to the applications. **The Director will suggest either the public library or the middle school.**

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7. Report of Committees (Continued):

- 2 Belmont Housing Trust (Continued): **The Director will also forward the draft article for the Belmont Citizen Herald on the waiting list to the Board.** There were some further questions about the emergency application process and that DHCD has a Policy that states if the reason for non-payment of rent had a reasonable explanation, the individual would be eligible for emergency housing. **It was agreed that the Director would follow-up with the Tenant Selection Coordinator about the specific case in question and contact the tenant in order to obtain any additional information. The Director will provide the Board with a copy of the Emergency Application that is used by the BHA.**

2. Sub-Committee on Maintenance: **As soon as the information on the Belmont Village insulation project is available, it will immediately be forwarded to Commissioner James Murphy. The Authority will also be proceeding with the second bid opening for the parking project at Waverley Oaks Apartments. The proposed due date for the bids is July 3, 2008. In relation to the recent tenant survey, the Director will provide the Board with a compilation of the responses by development.**

8. Unfinished Business:

2 Sustainable Belmont Climate Action Plan: **The Board agreed that this item would be removed from future agendas.**

3 DHCD Mixed-Finance Program Planning Grant: **The Director will proceed with this application as discussed with both the Department of Housing and Community Development and the Massachusetts Housing Partnership and email an update to the Board.**

- **New Copier: The Board agreed that the Authority would proceed with purchasing a new computer that will scan information into the computer however, the fax will be excluded as one of the features.**

A motion was made by Don Becker, seconded by Sallye Bleiberg, to authorize the purchase of the Ricoh Multifunctional Copier. The vote was unanimous (5).

- **Watertown Housing Authority: The Director spoke to Tom Wayde and will schedule a meeting in June. The Director will also invite Tom Wayde to the next Board meeting as the Board would like to possibly consider regionalizing certain cost savings that might include asking if the Watertown Housing Authority would have the capacity to administer the BHA Section 8 Program.**

9. New Business:

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10. Next Meeting: The Board agreed that the next regular meeting would be held at 6:15 P.M., June 23rd.

11. Adjournment: A motion was made by Sallye Bleiberg, seconded by James Murphy, to adjourn the regular meeting at 7:25 P.M. The vote was unanimous (5).

Executive Director

Donna M. Hamilton,

a true copy