

MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting
January 28, 2008

59 Pearson Road

1. Roll Call: The roll call was taken at 6:01 P.M.
Commissioners Leo Saidnawey, Sallye Bleiberg, Ann Verrilli and James Murphy were present.
Also present was the Executive Director, Donna Hamilton and residents of Belmont Village.

2. Meeting with Residents of Belmont Village: The Director confirmed that there has been an initial meeting with DHCD to discuss the insulation project at Belmont Village. Although insulation will be incorporated into this work, the project may also need to include windows and/or heating system repair/replacement.

3. Reading and Approval of the Minutes of the Meetings:
 - December 10, 2007 Regular Meeting: A motion was made by Leo Saidnawey, seconded by Sallye Bleiberg, to approve the minutes of this meeting. The vote was unanimous (4).

 - December 19, 2007 Special Meeting: A motion was made by Leo Saidnawey, seconded by Ann Verrilli, to approve the minutes of this meeting. The vote was unanimous (4).

4. Bills and Communications:

Revolving Fund: motion was made Bleiberg, Revolving Fund (4).	Checks #13016 through #13084: A by Leo Saidnawey, seconded by Sallye to approve the checks on the Warrant. The vote was unanimous
---	--

4001:

MRVP-AHVP: Checks #1561 through #1562: A motion was made by Leo Saidnawey, seconded by Sallye Bleiberg, to approve the checks on the MRVP-AHVP Warrant. The vote was unanimous (4).

689-1:

Section 8: EFT - 12/1/2007 and 1/1/2008: A motion was made by Leo Saidnawey, seconded by Sallye Bleiberg, to approve the Section 8 EFT. The vote was unanimous (4).

Minutes
January 28, 2008

-2-

5. Action Items from November 14, 2007 and December 10, 2007 Meeting:

- Sub Categories for Maintenance Materials - Administrative Assistant: The Director told the Board that the Administrative Assistant had scheduled a meeting with Tom Joy to work on the list of maintenance materials however, he would first have to complete the W-2 and 1099 forms prior to working on the computer program. **The Board agreed that this item would remain on the agenda until more information is available.**

- 2. Springwell Services - Executive Director: **The Board agreed that this item would be removed from the agenda, as it will be discussed in relation to the submission of the budgets for FY 2009. Further discussion will include documentation from Springwell of the need for more hours as well as input from the residents.**

- 3. Handicap Accessibility Evaluation for SG and WO - Executive Director:

Since the Board agreed that it would not be necessary to conduct a 504 Evaluation, this item will be removed from the agenda.

4. DHCD Budget Meeting Board/ED: The Director confirmed that the budgets had been submitted to DHCD and that further approval will be contingent upon the Budget Certifications being signed by the Board.

The Board agreed that this item would also be removed from the agenda providing there are no problems with the budgets being approved by DHCD.

5. Resident Feeding Squirrels at SG: **This item will remain on the agenda pending further confirmation that the problem has been addressed.**

6. 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 two apartments at Sherman Gardens and two apartments at Waverley Oaks Apartments.

2 Monthly Revenue Collection Report: The Board reviewed the monthly collection report including the court agreements and evictions.

3 Meetings with Sherman Gardens and Waverley Oaks Apartments: The Director told the Board that the meetings with the residents at both developments had been held on December 11th. The residents at Sherman Gardens again asked if Springwell could continue the blood pressure clinics and if the Board would consider taking an apartment off line in order to create one additional laundry room on the other side of the development. It was discussed however, that the residents may instead be able to obtain services from Springwell that would not require reducing the number of

apartments in that development. **The Director will contact Springwell in order to obtain information concerning services that could be disseminated to the residents.**

Minutes

-3-

January 28, 2008

6. Executive Director's Report (continued):

- Update on Modernization Projects: The Director provided the Board with an update on the status of the pending modernization projects that included the Fire Alarms at Sherman Gardens Apartments, the steps at Sherman Gardens, the insulation work at Belmont Village, the additional parking at Waverley Oaks Apartments and the repair of the Fire Alarms at Waverley Oaks Apartments. Since the last Board meeting, a site inspection has been scheduled for the Fire Alarms at Sherman Gardens Apartments and the bids will be due on January 31st; H.K. Dodge Associates, Inc. responded to the RFS for the steps at Sherman Gardens; the Director and the Maintenance Supervisor have a meeting scheduled with the Architect from Nilsson and Siden Associates to begin working on the insulation project at Belmont Village; a site inspection has been scheduled for the paving/parking project at Waverley Oaks and the bids will be due on February 21st; and the Director and the Maintenance Supervisor met with Nangle Engineering on January 24th in relation to an approved request for funding that had been submitted to the DHCD Emergency Committee to upgrade the Fire Alarms at Waverley Oaks Apartments. **The Board unanimously agreed that the Authority would enter into a Contract for Designer Services with H.K. Dodge Associates, Inc. to design the steps at Sherman Gardens Apartments.**

The Board agreed that the Authority would send out a survey to the residents of Waverley Oaks Apartments that would ask for their input with regard to the ramp/lift at that development.

7. Report of Committees:

- Belmont Housing Trust: Commissioner Ann Verrilli indicated that since the Waverley Woods project was in progress, the Town is considering other future affordable housing initiatives.
- Sub-Committee on Maintenance: Commissioners Leo Saidnawey and

James Murphy provided the Board with a list of Capital Improvement Projects and recommendations for prioritizing them in each of the three developments. **The Board will review the proposed cost estimates prior to finalizing the list of priorities. The Board further discussed holding a Special Meeting at 6:00 P.M. on February 7th.**

8. Unfinished Business:

- DHCD Budget Certifications: The Board signed the Budget Certifications for submission to DHCD.
- Commitment Letter from Affirmative Investments: The Board acknowledged receipt of the requested commitment letter from Affirmative Investments.

Minutes
January 28, 2008

-4-

9. New Business:

- DHCD Mixed-Finance Program Planning Grant: The Board reviewed various options for consideration. It was decided that there would be further discussion concerning the matter and that the Belmont Housing Trust would also be included in some of the future discussions.
 - Sustainable Belmont Climate Action Plan: The Chairman, Don Becker, will be attending a meeting with the Committee on February 6th and will report back to the Board.
- 6 Belmont Town Report: The Board reviewed the Belmont Town Report and it was agreed that the report would specify that some of the current projects are in the design/planning phase rather than construction. **The Authority will also submit pictures of each of the three developments.**

10. Next Meeting: No further discussion.

11. Adjournment: A motion was made by Sallye Bleiberg, seconded by James Murphy, to adjourn the regular meeting at 8:00 P.M. The vote was unanimous (5).

Executive Director

Donna M. Hamilton,

a true copy