

## MINUTES

### BELMONT HOUSING AUTHORITY

Regular Meeting                      59 Pearson Road                      February 25, 2008

1. Attendance: The attendance was taken at 6:00 P.M. Commissioners Don Becker, Sallye Bleiberg and James Murphy were present. Also present were the Executive Director, Donna Hamilton; Anne Allen from the League of Women Voters and residents of Belmont Village. Commissioners Leo Saidnawey and Ann Verrilli were absent.
2. Meeting with Residents of Belmont Village: The Director confirmed that the kick-off meeting for the Belmont Village insulation project had been scheduled for February 28, 2008. It was agreed that Commissioner James Murphy would be included in that meeting in order to comment on the scope of work and that additional infra-red testing might be requested as part of the project.
3. Reading and Approval of the Minutes of the Meetings:
  - January 28, 2008 Regular Meeting: A motion was made by Sallye Bleiberg, seconded by James Murphy, to approve the minutes of this meeting. The vote was unanimous (3).
  - February 11, 2008 Special Meeting: A motion was made by James Murphy, seconded by Sallye Bleiberg, to approve the minutes of this meeting. The vote was unanimous (3).
4. Bills and Communications:
  - Revolving Fund:                      Checks #13086 through #13182: A motion was made by James Murphy, seconded by Sallye Bleiberg, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (3).
  - 4001:
  - MRVP-AHVP:                      Checks #1563 through #1564: A motion was made by James Murphy, seconded by Sallye Bleiberg, to approve the checks on the MRVP-AHVP Warrant. The vote was unanimous (3).
  - 689-1:
  - Section 8:                      EFT - 2/1/2008: A motion was made by James Murphy, seconded by Sallye Bleiberg, to approve the Section 8 EFT. The vote was unanimous (3).

Commissioner Sallye Bleiberg asked about the variance report with regard to utilities and the fact that the water expenditures had more than doubled. The Director will try to find out if there are any extenuating circumstances to which this could be attributed during the most recent billing period.

5. Action Items from December 10, 2007 and January 28, 2008 Meeting:

1. 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. Resident Feeding Squirrels at SG: This item will remain on the agenda pending further confirmation that the problem has been addressed with the residents and the Belmont Health Department.

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 and included one apartment at Sherman Gardens and one apartment at Waverley Oaks Apartments.
2. Monthly Revenue Collection Report: The Board reviewed the monthly collection report including the continuing 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 January 9th however, the next meeting will not be held until March due to the weather.
4. Update on Modernization Projects: Since DHCD had authorized the BHA to award the contract for the Sherman Gardens fire alarms to the lowest bidder, a motion was made by James Murphy, seconded by Sallye Bleiberg, to award the contract to Jupiter Electric, Inc. in the amount of \$197,000.00 with an increased CFA Amendment in the amount of \$75,160,000 for a total amended award of \$275,160.00. The vote was unanimous (3). The Director further confirmed that H.K. Dodge Associates, Inc. will be working on the plans for the steps at Sherman Gardens Apartments.

The Board reviewed the bid prices for the parking/paving project at Waverley Oaks Apartments. As required under the regulations, all bids were immediately sent to DHCD for review and the Authority will be notified of their decision with regard to awarding the contract.

DHCD will most likely make a determination based upon other comparable paving/parking projects.

6. Executive Director's Report (continued):

5. Update on Modernization Projects (continued): Pursuant to the recent DHCD approval of emergency funds for the fire alarms at Waverley Oaks Apartments, a motion was made by Sallye Bleiberg, seconded by James Murphy, to approve the Planning Grant Contract in the amount of \$10,000.00. The vote was unanimous (3).

7. Report of Committees:

1. Belmont Housing Trust: No report this month.
2. Sub-Committee on Maintenance: Based upon the fact that Commissioners James Murphy and Leo Saidnaway had previously provided the Board with a list of Capital Improvement Projects and recommendations for prioritizing them in each of the three developments, the Board agreed that there will be no further discussion unless there is new information with regard to these projects.

8. Unfinished Business:

1. Sustainable Belmont Climate Action Plan: The discussion was tabled until the full Board is in attendance.
2. DHCD Mixed-Finance Program Planning Grant: This discussion was also tabled pending a meeting of the five (5) Board members.
3. New Computer: Due to the fact that the Administrative Assistant was having a problem accessing BHA computer programs, the Board unanimously agreed that the Authority could purchase a new computer.
4. MRVP/AHVP Contract Renewal: A motion was made by Sallye Bleiberg, seconded by James Murphy, to renew the Standard Contracts for the Administration of State Rental Assistance Programs for the MRVP and the AHVP Program. The vote was unanimous (3).

10. Next Meeting: The Board agreed that the Retreat Meeting would not be scheduled during the week of the next Regular Meeting.

11. Adjournment: A motion was made by Sallye Bleiberg, seconded by James Murphy, to adjourn the regular meeting at 7:15 P.M. The vote was unanimous (3).

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Director

Donna M. Hamilton, Executive

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