

**MINUTES**

**BELMONT HOUSING AUTHORITY**

**Regular Meeting**  
**May 18, 2009**

**Sherman Gardens Apartments**

1. Attendance: The attendance was taken at 6:15 P.M. Commissioners Don Becker, James Murphy, Leo Saidnaway, Sallye Bleiberg and Ann Verrilli were present. Also present were the Executive Director, Donna Hamilton; Anne Allen, League of Women Voters and residents of Sherman Gardens Apartments.
  
2. Meeting with Residents of Sherman Gardens Apartments: The residents complimented the maintenance department on the excellent job that they did with regard to snow removal during the winter months. Some of the residents also asked if the maintenance department will check some of the attic areas for birds.

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

-April 27, Regular Meeting: A motion was made by Sallye Bleiberg, seconded by James Murphy, to approve the minutes of this meeting. The vote was unanimous (5).

-April 27, 2009 Annual Meeting: A motion was made by James Murphy, seconded by Sallye Bleiberg, to approve the minutes of this meeting. The vote was unanimous (5).

4. Bills and Communications:

Revolving Fund: Checks #13945 through #13982: A motion was made by Don Becker, seconded by James Murphy, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (5).

4001:

MRVP-AHVP: Checks #1593 and #1594: A motion was made by Don Becker, seconded by James Murphy, to approve the checks on the MRVP-AHVP Warrant. The vote was unanimous (5).

689-1:

Section 8:  
James Murphy,

EFT – 5/1/2009: A motion was made by Don Becker, seconded by  
to approve the Section 8 EFT. The vote was unanimous (5).

5. Agenda Items for Board Vote:

- Approval of Change Order #2 for Fire Alarms at Waverley Oaks Apartments: **Due to the ongoing problems with the AFCI Breakers that had been specified in designing the project, the approval of Change Order #2 was tabled pending a recommendation from Nangle Engineering concerning an alternative manufacturer/design that would be more compatible with the existing wiring and would also eliminate any further tripping.** The Engineers will have to determine the cause and/or the source of the problem.

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5. Agenda Items for Board Vote (continued):

- 2 Approval of Certificate of Substantial Completion for Fire Alarms at Waverley Oaks Apartments:  
Since the authority has not yet received the required documentation, approval will be contingent upon receipt of this information.

6. Executive Directors' Report:

- Apartment Vacancies: The Director told the board that most delays are due to applicant refusals, some staffing issues and the turnover rate that may result in an increased number of vacant apartments.  
Because of budget cuts, the authority is also not contracting out as much of the work to private contractors and is relying on existing staff for most of the repairs and/or associated work. In relation to the budget, the authority also had an increase in overtime this year due to an additional 25 hrs. for snow removal and some initial problems with the new fire alarms at both Sherman Gardens and Waverley Oaks Apartments. There were also wage increases for the maintenance department as a result of the new minimum wage rates that are promulgated by the Department of Labor and Industries on a yearly basis. **The Director will email another copy of the Report on Maintenance Overtime, Maintenance Contract Costs and Extraordinary Maintenance, dated March 25<sup>th</sup>, to the board as this clarifies some of the items**

**where the authority is either over or under the estimated budget and includes the reallocation of funds to specific line items within the budget. A copy of the updated income range for residents will also be forwarded to the board for further review.**

- 2 Paving/Parking at Waverley Oaks Apartments: The board agreed that the \$14,910.69 from the Agreement of Licenses with Affirmative Investments would be used to pay some of the additional cost of the paving/parking for Waverley Oaks Apartments.
3. MassNAHRO Newsletter: **In the future, the Director will forward/email a copy of the monthly MassNAHRO Newsletter to the board.**
4. Section 8 RFP: Since the application deadline had passed, the authority will continue the review process.
7. Report of Committees: Commissioner Ann Verrilli told the board that the proposed project concerning Our Lady of Mercy Church includes 17 units that would include 3 or 4 affordable units and that the Planning Board has to approve the contents of the project before it can proceed any further.
8. Unfinished Business :
  - Regionalization of Public Housing: **Commissioner Sallye Bleiberg asked Commissioner Ann Verrilli to contact dhcd and report back to the board concerning an update on the status of the regionalization of public housing.**
  - 2 Sustainable Belmont: The Director confirmed that the surveys had been sent to each of the developments on May 15<sup>th</sup> but that the authority had not yet received any comments from the residents. **The Director will forward the responses to Jan Kruse after the due date.**

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9. New Business:

10. Next Meeting: The board agreed that the next regular meeting would be held at 6:15 on June 22<sup>nd</sup> at Waverley Oaks Apartments.

11. Adjournment: A motion was made by Sallye Bleiberg, seconded by Don Becker to adjourn the Regular

Meeting at 7:05 P.M. The vote was unanimous (5). Upon a roll-call vote, the board voted to convene

in executive session and that they would not subsequently reconvene in open session. The vote was

unanimous (5).

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Director

a true copy

Donna M. Hamilton, Executive