

MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting

Waverley Oaks Apartments

July 26, 2010

1. Attendance: The attendance was taken at 6:00 P.M. Commissioners Leo Saidnawey, Don Becker, Sallye Bleiberg, Ann Verrilli and Donna Brescia were present. Also present were the Executive Director, Donna Hamilton; Anne Allen from the League of Women Voters; and residents of Waverley Oaks Apartments.
2. Meeting with Residents of Waverley Oaks Apartments: **There was a written request to have the hallways cleaned in building 625 and to have the grass cut behind the building.** There was also a concern from some of the residents that the parking area was being used by non-residents. The Director had previously spoken to Nancy Marsh who would be sending a memo concerning this matter to the residents of Waverley Woods. The residents were also asked to contact the office if they see anyone leaving rubbish/debris near the dumpster. **The maintenance department will follow-up about cleaning the dumpsters and the Director will contact the Health Dept. in order to verify the cleaning requirements. The Authority will also follow-up on some bicycles that appear to have been left on the premises and the cost of a bike rack.**

After having received a letter from the Town, one of the residents asked to have the Belmont Housing Authority board support extending the sidewalk in front of Waverley Oaks Apartments by writing a letter to the responsible state agency. **The Director will contact Tom Younger and find out which state agency would be responsible for approving/declining the project if the Town put in a sidewalk; and to speak to the Town to make sure that the sidewalks must be kept clean from the Waverley Oaks development to the other side of the street between each of the cross walks.** The Director will update the board on this matter at the next meeting.

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

-June 21, 2010 Regular Meeting: A motion was made by Don Becker, seconded by Donna Brescia, to approve the minutes of these meetings. The vote was unanimous (5). The board also discussed the amendment to the minutes of the April meeting to reflect that the Director will confirm that the Authority does meet the threshold for the eligibility requirements for applying for Section additional non-elderly Section 8 Vouchers and that the Director and Commissioner Ann Verrilli will further discuss this matter prior to presenting it at the next meeting. **The Director will listen to this meeting again for further clarification.** A motion was made by Donna Brescia, seconded by Don Becker to approve the minutes of June 21, 2010 meeting. The vote was unanimous (5).

4. Bills and Communications:

Revolving Fund: Checks #13 through #63: A motion was made by Leo Saidnawey, seconded by Don Becker, to approve the checks on the Revolving Fund Warrant. The vote was unanimous (5).

4. Bills and Communications (continued):

4001:

MRVP – AHVP: Checks #7 through #8: A motion was made by Leo Saidnawey, seconded by Don Becker, to approve the checks on the MRVP – AHVP Warrant. The vote was unanimous (5).

689-1:

Section 8: EFT 7/1/2010: A motion was made by Leo Saidnawey, seconded by Don Becker, to approve the Section 8 EFTs. The vote was unanimous (5).

5. Executive Director's Report:

1. Belmont Housing Authority Property Inspections: It was agreed that since the inspections are being conducted by existing staff, the board would again discuss/review this matter within the next year.
2. Monitoring Agreement: Chairman, Sallye Bleiberg, indicated that this would be a good way of integrating the Belmont Housing Authority with some of the activities that are being undertaken by the Town of Belmont. **The Director will continue to provide updates to the board with regard to the status of the project.**

6. Agenda Items for Board Vote:

7. Report of Committees:

- Belmont Housing Trust: Commissioner Ann Verrilli told the board that there is someone from the Metro West Collaborative who might be available for about 10 to 20 hours a week and might also be available to do some grant writing for projects such as the Section 8 Voucher application. The BHT is also in the process of getting the Community Preservation Act on the ballot. If approved, some housing authority property improvements may be eligible for funding.

8. Unfinished Business:

1. Discussion of Open Meeting Law: The board reviewed the changes in the Open Meeting Law. In relation to these changes, the Board discussed putting a temporary sign on the visitor parking spaces at Waverley Oaks Apartments on the day(s) that board meetings are held at that development to indicate that one of the visitor parking spaces at the entrance to the development is reserved for handicapped parking. Although the main office at Belmont Village had previously been renovated and is handicapped accessible with one (1) handicapped parking space, the BHA will put a temporary sign over the staff parking space to indicate that this will also be used as an additional handicapped space when the meetings are held at Belmont Village.

8. Unfinished Business (Continued):

1. Discussion of Open Meeting Law (continued): A motion was made by Leo Saidnawey, seconded by Ann Verrilli, that the Belmont Housing Authority will place temporary handicapped parking signs at both Waverley Oaks Apartments and Belmont Village on the day that board meetings are held at these developments. The vote was unanimous (5).

The board further discussed this same issue with regard to Sherman Gardens Apartments and it was noted that the Authority had previously requested funding to provide handicapped accessibility for the Community Building within that development as well. Although this request had been made in connection with the exterior stair improvements to the residential buildings, the Community Building could not be included due to lack of available funding for the project. The board further reviewed the possibility of again requesting funding to provide accessibility for the Community Room and it was agreed that **the Director will inquire about using some of its 2012 formula funding for this purpose.**

The Director suggested that the board might also want to consider some further accessibility improvements to the main office with regard to expanding the conference room in order to accommodate more people who might attend the meetings. A motion was made by Don Becker, seconded by Leo Saidnawey, that the **Director will have information for the next board meeting concerning the cost of a ramp at Sherman Gardens Apartments and information about the potential office renovations at Belmont Village that would help to create a larger meeting space in keeping with the spirit of the Open Meeting Law.** The vote was unanimous (5).

2. Underground Cables at Belmont Village: The board agreed that the Authority would bid the work for ten (10) units initially in order to make a determination about the economy of scale for the remainder of the work.

9. New Business:

1. Meet Belmont: The board agreed that the Chairman, Sallye Bleiberg, would represent the Belmont Housing Authority.
 2. Maintenance Department: Pursuant to the request of the maintenance department, a motion was made by Ann Verrilli, seconded by Leo Saidnawey, that any future hiring of a fourth maintenance worker would be subject to both union negotiations and the availability of state funding.
10. Next Meeting: **It was agreed that the Director will contact Tom Younger to inquire about the availability of a meeting room through the Town for the next board meeting on September 27th. The Chairman asked that the board notify the Director about any agenda items prior to the scheduled board meeting so that the agenda can be posted with the notice of the meeting.**

11. Adjournment:

A motion was made by Don Becker, seconded by Donna Brescia, to adjourn the meeting at 6:40 P.M. The vote was unanimous (5).

Donna M. Hamilton, Executive Director

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