

MINUTES

BELMONT HOUSING AUTHORITY

Regular Meeting
September 22, 2008

Waverley Oaks Apartments

1. Attendance: The attendance was taken at 6:15 P.M.
Commissioners Leo Saidnaway, James Murphy, Don Becker, Sallye Bleiberg and Ann Verrilli 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: The board discussed the current status of the fire alarm repairs, funding for elevators or lifts, having the maintenance department inspect the driveway near the dumpster, sending a notice to residents about shopping carts being left on housing authority property and sending a letter of thanks to one of the residents for taking care of the flowers around the development.
The Director will follow-up with dhcd to find out the status of the proposed lifts for the residential buildings at Waverley Oaks Apartments.

3. Reading and Approval of the Minutes of the Meetings:
-August 11, 2008 Regular Meeting: A motion was made by Don Becker, seconded by James Murphy, to approve the minutes of this meeting.
The vote was unanimous (5).

4. Bills and Communications:
Revolving Fund: Checks #13471 through #13552: A motion was made by Don Becker, seconded by Sallye Bleiberg, to approve the checks on the Revolving Fund

(5). Warrant. The vote was unanimous

4001:

MRVP-AHVP: Checks #1577 and #1578: A motion was made by Don Becker, seconded by Sallye Bleiberg, to approve the checks on the MRVP-AHVP Warrant. The vote was unanimous (5).

689-1:

Section 8: EFT - 9/1/2008: A motion was made by Don Becker seconded by Sallye Bleiberg, to approve the Section 8 EFT. The vote was unanimous (5).

5. Agenda Items for Board Vote:

- Fire Alarms at Sherman Gardens Apartments:
 - 2 Certificate of Substantial Completion: The board agreed that further discussion/voting would be tabled contingent upon the requested installation of the Class A fire alarm system.

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5. Agenda Items for Board Vote (continued):

- 3 Certificate of Final Completion: The board agreed that further discussion/voting would be tabled contingent upon the requested installation of the Class A fire alarm system.
- Change Order #2: A motion was made by Sallye Bleiberg, seconded by Don Becker to approve Change Order #2 in the amount of \$5,185.00. The vote was unanimous (5). The change order had been initiated for the purpose of conducting additional repairs and modifications to the new fire alarm signal line circuits. The vote was unanimous (5).

- Change Order #3: A motion was made by Sallye Bleiberg, seconded by Don Becker to approve Change Order #3 in the amount of \$841.00. The vote was unanimous (5). The change order had been requested to reprogram/digitize the existing telegraph transmitter for the new fire alarms. The vote was unanimous (5).

2. Waverley Oaks Apartments Paving/Parking Project:

- 2 Vote to Award Contract to Aqualine Utility, Inc.: A motion was made by James Murphy, seconded by Sallye Bleiberg, to award the paving/parking contract for Waverley Oaks Apartments to the low bidder, Aqualine Utility, Inc., in the amount of \$130,000.00. The vote was unanimous (5).
- 3 Vote to Approve CFA for \$90,150.00: A motion was made by Sallye Bleiberg, seconded by James Murphy, to approve the CFA in the amount of \$90,150.00. The vote was unanimous (5).

3. Waverley Oaks Partial Fire Alarm Upgrade:

- 2 Vote to Award Contract to L.E.C.I.: A motion was made by Sallye Bleiberg, seconded by Don Becker, to award the fire alarm upgrade contract to the low bidder, LaLama Electrical Contractors, Inc., in the amount of \$114,000.00. The vote was unanimous (5).
- 3 Vote to Amend CFA from \$10,000.00 to \$135,232.00: A motion was made by Sallye Bleiberg, seconded by Don Becker, to amend the CFA from \$10,000.00 to \$135,232.00. The vote was unanimous (5).

6. Executive Director's Report:

- Apartment Vacancies: The board agreed that this item would be removed from the agenda because it is part of the written report.

- Monthly Revenue Collection Report: The board agreed that this item would be removed from the agenda unless there are any questions on the written report.
- 6 Update on Modernization Projects: The board agreed that this item would be removed from the agenda unless there are any questions on the written report.

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6. Executive Director's Report (continued):

- d Resident Survey Information: **It was agreed that the Director will forward this information to the board for comments.**
- 5. BHA Website: **The Director will contact the Webmaster so that the website can be found more easily.**

- e Trapelo Road: The board discussed the proposed changes to Trapelo Road **and it was decided that the Director would notify dhcd about the matter and also contact Glenn Clancy for further clarification about the setback. The Director will further obtain a copy of the plot plan and the Trapelo Road Corridor Plan (from Shaw's to McLean) and provide this information to the board as well.** The Authority may also decide to pursue an additional set of traffic lights in connection with this project.

- 1 Beaverbrook Step: The Director confirmed that this plan would include a provision to incorporate other project-based housing in the future. After the Consultant(s) has been hired, Commissioner Ann Verrilli requested to meet with them to discuss the components of the plan.

- 8. Legal Costs: **The Director will contact WHA to get further information on the number of cases per year and the number of court**

appearances.

9. DHCD Mixed-Finance Program Planning Grant: **It was agreed that Commissioner Ann Verrilli will also follow-up with MHP to find out the status of that program.**

7. Report of Committees:

- Belmont Housing Trust: As a result of a new policy that has been established by the Board of Selectmen, there will be term limits on the appointments of the committee. Consequently, there is and will be considerable turnover in the membership. The BHT is also exploring opportunities to generate funds for future development projects.

8. Unfinished Business:

- Contract Approval for Fee Accountant: **The board agreed that the Director would be authorized to execute a Contract for Services with John Marotto.**

8 Springwell: The board agreed to explore other options for services contingent upon the needs of the residents. **The Director will follow-up with information on the Visiting Nurses Association.** Residents will also be encouraged to participate in the Senior Center activities. This item will be removed from future agendas.

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9. New Business:

- Liaison from Belmont Police Department: **The Director will be meeting with the new Liaison and Glenn Clancy to discuss various issues including speed bumps at Belmont Village.**

8 Water Saving Initiatives: The Maintenance Supervisor will begin testing ten (10) apartments per month.

9 Treasurer: A motion was made by Don Becker, seconded by James Murphy, to nominate Commissioner Sallye Bleiberg for the Office of Treasurer and Commissioner Ann Verrilli for the Office of Assistant Treasurer. The vote was unanimous (5).

9 Next Regular Meeting: **The board agreed that future meetings would be held on the fourth Monday of the month and that the next regular meeting would be held on Monday, October 27th at Sherman Gardens Apartments.**

11. Adjournment: Upon a roll-call vote, the Board agreed to convene in executive session at 7:30 pm. to discuss the AFSCME Union Contract and that the meeting would not reconvene in open session. The vote was unanimous (5).

Executive Director

Donna M. Hamilton,

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