

MINUTES**Special Meeting Virtual Zoom Meeting November 15, 2021**

Meeting was called to order by Board Chair Gloria Leipzig at 5:01PM.

1. The Attendance was taken. Commissionners Gloria Leipzig, Cassandra Page, Sarah Bilodeau, Anne Mahon, Charles R. Laverty, III were present. Present from the Cambridge Housing Authority were Mike Johnston, Brenda Downing, John Filip, Allison MacMartin, and Sarah Cummings.

2. New Business
 - a. Purchase of Snow Removal Equipment: For upcoming winter season. Currently have Bobcat from 1999 that does not work well and had issues from last year. New snow removal equipment BHA would like to purchase is a Steiner and will be huge upgrade for the maintenance team which will make the job easier for them. Will clear sidewalks. There have not been big ticket items recently. There is ONE of these pieces of equipment we would like to purchase currently available. Should get now as supply chain has been affected as of late. It is being held for us. Will be a huge improvement for all three sites. Cassandra Page: What can we do with old equipment such as old snowblowers we no longer use. Allison MacMartin: There is no re- sale value. May get money from the town for the metal if brought to a scrap yard. Total cost of new equipment \$26,445.00.
 - b. Bylaws Discussion/Revision: Allison MacMartin would like to schedule a meeting with the TA to see if they would like to make any changes. Then would like to send to all tenants. Two weeks before e Board makes the vote on the final Bylaws.
 - Anne Mahon: Change “he” to he/she and “them”.
 - Article 1. All in agreement. Article 2: Role of the Board and the Executive Director. All in agreement.
 - Article 3: Officer roles/titles. Mike Johnston: Not all Commissioners need officer titles; they can just be board members. Gloria Leipzig: Should Assistant treasurer and assistant secretary roles be named as such or should they simply me members as there are no specific responsibilities attached to those roles. There should potentially just be Chair, and Vice chair, and Treasurer as those are the only roles outlined with responsibilities. Plan to move forward this way. Assume the Secretary position will be filled by the Executive Director. These are located in First 7 sections article 3, additional duties, elections, 8, 9, 10, 11, and 12.
 - Section 13: Training requirements: Required within 90 days of becoming a commissioner. There are two trainings to complete: The ethics training and the State Commissioner training. Ethics training every two years. The State keeps track of this training (Training is available online. Tested online). Mike Johnston: DHCD training is

now automated through UMass Boston. When your two years is up or when you are newly elected, you should have/will get an introductory email with login information. You get 60 days to take the class. Allison MacMartin was able to get the information regarding where the commissioners currently stand with their training.

- Section 4: Mike Johnston proposed new language: Article 4 section 1: “The role and responsibilities of the Executive Director may be performed by a managing agent in accordance with the Department of Housing and Community Development, regulations and guidelines”. This way it does not confine BHA to one type of management structure. It opens the door to both possibilities. Don’t need section 2 or section 3. Will never be big enough to have a Deputy Executive Director or CFO due o the size of the agency.
- Article 5: Meetings Article 1 annual meeting: Section 2, regular meetings. Mike Johnston: If you cannot meet on your regularly schooled night, then it would be a “special meeting”. This would be for any reason at all. Bylaws are rigid rules. This will help with consistency and for residents/members of the public to know what to expect.
- Special meetings: Section3: Allison MacMartin needs to report the meetings to DHCD. Moving forward, how will “regular” meetings, now labeled as “special” meetings, be reported? Town requires 48 hours’ notice. There is a conflict in the language with the notice given for Special meetings and needs to be modified.
- Section regarding Executive Session: ED can suggest Executive sessions, but the Chair needs to move. Follows that Statute exactly in order to be in line with the open Meeting Law. Executive Session only called for reasons outlined in Bylaws. You only put on agenda proposal for ES but do not need “rational”, just generic/general topic. Do not go into fine details.
- Quorum. If no quorum will wait to meet. Can discuss but not vote. No comments on Open Meeting Law.
- Order of business. Over the last few months has worked well. TA will have an item on the agenda separate from public comments.
- Manner of voting, section 8.
- Amendements. Can amend with approval three members with 7 days’ notice.

3. Tenant Association

4. Tenant Comments/Public Forum on Above Matter

5. Items for Approval

- a. Purchase of Snow Removal Equipment: Anne Mahon Motioned to approve, Cassandra Page Seconded this motion. Roll call vote: Cassandra Page, “I”, Anne Mahon, “I”, Charles Lavery, :I”, Sarah Bilodeau, “I”, Gloria Leipzig, “I”. *All in favor (5), motion passed.*

6. Confirmation of next meeting: Thursday, November 15, 2021 5:00PM

7. Adjournment: Cassandra Page Motioned to Adjourn the meeting. Anne Mahon seconded this motion. All were in favor (5). The meeting was adjourned at 6:01PM