

MINUTES

Regular Meeting Virtual Zoom Meeting February 25, 2021

1. Meeting was called to order by Acting Chair Charles Laverty at 5:01pm.
2. Attendance: The attendance was taken. Commissioners Charles R. Laverty, III, Gloria Leipzig, Cassandra Page and Anne Mahon were present. Present from the Cambridge Housing were Kevin Braga, John Filip, Mike Johnston, Brenda Snowden Downing, Karrie Canavan and Allison MacMartin. Also present were housing authority residents/members of the public.
3. Items for approval:
 - a. Approval of minutes – Minutes from the January 2021 Regular Meeting were presented for approval.
 - i. Commissioner Leipzig motioned to approve the January 2021 Regular Meeting minutes. Commission Mahon seconded the motion. All in favor (4), motion passed.
 - b. Tenant Association MOU
 - i. No Tenant Association members are available - tabled until later in the meeting.
 - c. Belmont Village Roof Replacement Phase III Contract (DHCD Project 026070)
 - i. Commissioner Mahon motioned to approve this contract, Commissioner Page seconded the motion. All in favor (4), motion passed.
 - d. Town of Belmont Annual Report
 - i. Commissioner Mahon motioned to approve the report, Commissioner Leipzig seconded the motion. All in favor (4), motion passed.
4. New Business
 - a. Executive Director's Report
 - i. Hiring process update – Maintenance Mechanic position has been filled. One vacant position still exists, Resident Services Coordinator, we have identified a candidate and hope that she will start within the next few weeks.
 - ii. Vaccination Clinic update – we are working with the Belmont Board of Health to arrange an on-site clinic at the Waverley Oaks community room. We are tentatively scheduled for March 4th.
 - iii. Feasibility Study (Sherman Gardens Project) – we have terminated the contract with Leonardi Aray and will be using the CHA team moving forward.
 - b. Accounting Update
 - i. More line items have been added to the budget to make our spending more specific. Covid funding has been helping to keep up stay on-budget. Changed to next year's budget may be presented at next month's meeting. The completion



of several outstanding work orders may put a financial burden on the Housing Authority. We will keep a close eye on this moving forward.

5. Open Forum/Tenant Participation

a. MOU discussion (Lynne Martin is representing the Tenant Association)

- i. The Tenant Association and CHA legal team are ok with the current version of the MOU
- ii. Board Members are concerned about Grievance Policy in MOU. They would like to look at the current BHA policy before this is signed off on and potentially update it to make it more clear.
- iii. Everyone decided to hold a Special Meeting specifically to discuss this policy before they vote on approve the MOU.

1. Meeting will be held March 25th at 5:00pm (virtually)

b. Tenant Sally Sennott inquired about work orders and how they are categorized.

- i. Allison MacMartin explained that they are categorized by priority (emergency/regular/etc) and also by concerns (plumbing/electric/etc). If she is unsure about whether a work order in an emergency or not, she should call the office.

6. Confirmation of next meeting

- a. Regular Meeting - Thursday, March 18th at 5:00pm
- b. Special Meeting (MOU Discussion) – Thursday, March 25th at 5:00pm

7. Adjournment

- a. Motion to adjourn Regular Meeting made by Commissioner Page at 6:20pm
- b. Motion seconded by Commissioner Leipzig
- c. Vote: Unanimous (4)
- d. Motion declared passed.