

MINUTES

Regular Meeting Virtual Zoom Meeting June 24, 2021

Meeting was called to order by Board Chair Gloria Leipzig at 5:04pm.

1. Attendance: The attendance was taken. Commissioners, Gloria Leipzig, Anne Mahon, Cassandra Page and Sarah Bilodeau were present. Present from the Cambridge Housing were Kevin Braga, John Filip, Mike Johnston, Allison MacMartin, and Sarah Cummings. Also present were housing authority residents/members of the public.

A: Board Chair, Gloria Leipzig thanked the staff and residents for the success of “residents Clean-up Day” on June 7, 2021.

2. **Items for approval:**

- a. Approvals of the Meeting Minutes:
 - i. Regular and Annual Meeting April 2021 (Revised). Anne Mahon Motioned to approve, Sarah Bilodeau seconded this motion. All were in Favor, motion approved.
 - ii. May 20, 2021 regular meeting. Anne Mahon Motioned to approve, Sarah Bilodeau seconded this motion. All were in Favor, motion approved.
 - iii. June 14, 2021 Special meeting. Anne Mahon Motioned to approve, Sarah Bilodeau seconded this motion. All were in Favor, motion approved.

*Tenant Board Member, Cassandra Page entered meeting.

- b. Owner-Contractor Agreement- DHCD PROJECT #026069 – Belmont Village 2nd Floor Bathroom Exhaust Fan Project. Anne Mahon motioned to approve, Cassandra Page Seconded this motion. All were in favor.
 - c. Approval of mirroring Cambridge Housing Authority’s paid holiday’s off for BHA staff.
 - i. This would allow BHA staff to synchronize with CHA staff regarding paid time off.
 - ii. Board decided to table this vote/defer until October Board meeting.
3. New Business:
 - a. Executive Directors Report:
 - i. SHERA Funding- This has been extended for an additional 6 months, making the coverage period 18 months total. Allison MacMartin will be attending a training on this process in the next week.
 - ii. Policy Revisions: Working on Parking policy revision for Belmont Village. Using Cambridge bylaws at a starting point.



- iii. Redevelopment/Feasibility Studies: Met with CHA Planning and development team. The team will need a few months and project that by September they will have a plan drafted for Belmont Village and Sherman Gardens.
 - b. New Hire: Nick DaCova – Full-time Laborer for BHA
 - c. Accounting Update: CFO of CHA, John Filip: In a good place but maintenance remains over budget. Top line revenue: Collections remain strong and occupancy is at 99%. May do a budget revision after funding from DHCD to “beef up” reserves but unsure as of now what the threshold is. Base line cost per year: \$188/per unit. Anne Mahon asked if there were any other ways to get funding for interim improvements (Ex: windows and pipes). CHA Director Mike Johnston suggested attending the CHAPA meeting where there will be discussions regarding ways to get funding.

*Anne Mahon left the meeting at 5:42PM
*Cassandra Page left the meeting before 5:42pm
 - d. Future Board Meetings – Virtual/In-person: Extension to continue with virtual meetings/hybrid/or in-person. In-person/Hybrid meetings entail a large space with specific technical equipment. Board decided to defer this vote until the September meeting. Meetings will continue to be remote through September.
 - e. Neighborhood Issues – Belmont Village: Board decided to Table/defer this topic until the next meeting as this was regarding a letter Anne Mahon had received and she was not present at this time.
4. Confirmation of Next Meeting: *CHA Director, Mike Johnston explained that we could not technically adjourn the meeting without a Third Board member to Second the motion. Thursday July 15, 2021 5:00PM for the next meeting was Suggested while a third board member was attempted to be contacted so that the meeting could be adjourned. Multiple attempts were made to procure a third board member.
5. Meeting was adjourned at the time the quorum was lost – 5:42pm