

Minutes of the Meeting
BREWSTER HOUSING AUTHORITY
Board of Commissioners
January 15, 2020

Date: January 15, 2020

Time: 5:30 PM

Location: Brewster Housing Authority, Community Room, 11 Frederick Court, Brewster, MA

Members Present: Robert Hooper, Laurel Labdon, Barbara Burgo, and Zachary Volpicelli

Members Absent:

Others Present: Leila Botsford, Executive Director/Managing Agent, Stephen Cote, and Cynthia Bingham

List of documents and other exhibits used at the meeting and retained at the Authority's office:

- Meeting Notice/Agenda
- Minutes of meeting held October 16, 2019
- Minutes of meeting held November 20, 2019
- Warrants for November and December 2019
- Fiscal Year 2020 budget
- Appliance Policy

DECISIONS MADE/ACTION TAKEN ARE IN BOLD

1. CALL TO ORDER AND ATTENDANCE

Robert Hooper, Chairperson, convened the regular meeting of the Brewster Housing Authority's Board of Commissioners at 5:35 PM in the Community Room of 11 Frederick Court, Brewster, MA. Ms. Burgo joined the meeting at approximately 5:45 PM. The board welcomed Mr. Cote to the meeting and the board took New Business out of order so that Mr. Cote could leave after the budget presentation was done.

6. NEW BUSINESS

A. Fiscal Year 2020 Budget approval: Mr. Cote distributed copies of the Fiscal Year 2020 budgets to the board and started by reviewing the year-end financial status of the housing authority. He then went on to do an overview of what the Fiscal Year budget guidelines contained. He then reviewed the 4001 and MRVP budgets in detail asking if there were any questions. There were none and members thanked him for a good, complete, review. **Zachary Volpicelli made a motion to approve the Fiscal Year 2020 budget for the 4001 program as presented. Laurel Labdon seconded the motion which was voted unanimously. Laurel Labdon made a motion to approve the Fiscal Year 2020 budget for the MRVP as presented. Zachary Volpicelli seconded the motion which was voted unanimously.** The board thanked Mr. Cote and he exited the meeting. The chair then resumed the meeting from the beginning of the agenda.

2. MINUTES OF PREVIOUS MEETING(S)

The minutes for the meetings of October 16, 2019 and November 20, 2019 were distributed prior to meeting. It was noted that there was a type-o. "Deployment" needed to be changed to "development". **Laurel Labdon made a motion to approve the minutes of the October and November meetings, as corrected. Zachary Volpicelli seconded the motion which was voted unanimously.**

3. TREASURERE'S REPORT/WARRANT APPROVAL

Mrs. Botsford presented the warrants for November 2019 for review and approval. **Barbara Burgo made a motion to approve warrants for November 2019. Laurel Labdon seconded the motion which was voted unanimously.**

4. EXECUTIVE DIRECTOR'S REPORT

Mrs. Botsford reported that rents are paid at both developments with the exception of a few small balances. Vacancies are still being worked on and continue to be troublesome due to the CHAMP system. Extensions are being requested for the amount of time it is taking to fill the units. Several list pulls have to be done before we get any responses. It has become very frustrating for staff, in addition to a loss of rental revenue for the housing authority.

Mrs. Botsford mentioned that apartment #80 was being bid out for turnover by a contractor since there was so much work to accomplish. The FISH # is 041044. She requested permission to sign a contract when the low bidder was selected so that the job can get started right away. **Laurel Labdon made a motion to approve Mrs. Botsford signing a contract for the FISH #041044. Barbara Burgo seconded the motion which was voted unanimously.**

Mrs. Botsford informed the board that she did meet with several Town officials to discuss the fact that we no longer have a generator. The town is concerned yet the housing authority does not have money to replace the generator with one that does not require constant (or near-constant monitoring). We will continue to work together to try to come up with a solution.

Mrs. Botsford also met with some affordable housing town officials regarding the potential of starting a Housing Assistance Program, funded by Community Preservation Funds, similar to the one Mrs. Botsford runs in Mashpee.

5. OLD BUSINESS

A. Refrigerator Policy: Mrs. Botsford brought this policy back to the board after getting some input from legal. It was suggested that the board implement the policy for new move ins only. After a short discussion, **Barbara Burgo made a motion to updated the Appliance Policy to make it effective for new move-ins after February 1, 2020. Laurel Labdon seconded the motion which was voted unanimously.**

7. OTHER BUSINESS WHICH MAY LEGALLY COME BEFORE THE BOARD

Ms. Burgo mentioned that she would like to have our meetings televised. Ms. Bingham stated that since the housing authority was not a town department, she wasn't sure that was possible but can check. Ms. Burgo just said she'd like it to be considered and would appreciate a follow up.

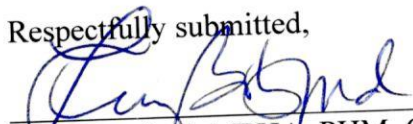
8. CORRESPONDENCE: None that hasn't already been mentioned.

9. NEXT MEETING: The next meeting was scheduled for February 19, 2020 at 5:30 PM

10. ADJOURNMENT

Laurel Labdon made a motion to adjourn the meeting. Barbara Burgo seconded the motion which was voted unanimously. The meeting was adjourned by roll call vote at 7:45 p.m.

Respectfully submitted,



Lella Botsford, MPHA, PHM, C¹³P
Executive Director/Managing Agent
Secretary Ex-Officio