

Bellingham Housing Authority – Meeting Minutes
December 12, 2023 at Wrentham Manor

1. Meeting called to order at 6:00

The following members present:

- Linda Cartier – Chairperson
- Ronald Paulhus – Treasurer
- Jim Fitzpatrick – Assistant Treasurer - Tenant Board Appointee
- Christopher Remillard – Board Member
- Edward Pelletier – Executive Director
- Cathy Vaillant – Administrative Assistant

Members Absent

- Debra Sacco – Vice Chairperson

2. Approval of Minutes

- Mr. Remillard motions to approve October 17, 2023 minutes, Mr. Paulhus seconds, October 17, 2023 Minutes approved, all in favor, motion passes 4-0

3. Public Input

- Public input to be moved on future agendas to before “Any other business that may legally come before the board.” Mr. Remillard motions to move public input on the agenda, Mr. Fitzpatrick seconds, moving public input on agenda approved, all in favor, motion passes 4-0

4. Old Business

- None

5. New Business

- BHA needs a board vote to increase the grant amount for the Resident Service Coordinator (RSC) by **\$10,000**. Mr. Remillard to increase the grant amount for the Resident Service Coordinator (RSC) by **\$10,000**, Mr. Paulhus seconds, increasing the grant amount for the Resident Service Coordinator (RSC) by **\$10,000** approved, all in favor, motion passes 4-0

- BHA needs a board vote to write off two separate collection losses, one for **\$3227.00** and a second one for **\$25.00**, for a total of **\$3252.00**. Mr. Remillard motions to approve both

collection losses for a total of **\$3252.00**, Mr. Fitzpatrick seconds, collection loss for **\$3252.00** approved, all in favor, motion passes 4-0

6. Treasurer's Report

- Reviewed check registers
- Reviewed ACH Debit Card Transactions

7. Fee Accountant Report

- Cost Comparatives for August and September reviewed

8. Executive Director Report

- The new RSC has been of great assistance already for the Residents
- AUP audits for FY21, FY22 and FY23 have all been completed
- Occupancy Report: 667-1, has two (2) vacancies
- Maintenance Report: Work orders being completed in a timely manner; Winter preparation is underway

9. Any other business that may legally come before the board

- Reviewed the Green Harbor Energy application. Board vote needed to approve filing for the alternative energy credit. Mr. Remillard motions to approve Green Harbor Energy application, Mr. Paulhus seconds, Motion is only approved pending the approval of the fee accountant, if approved by accountant, motion passes, all in favor, 4-0

10. Meeting Closure

- Next meeting is January 9th, 2024 at Depot Court at 6:00.
- Mr. Remillard motions to adjourn meeting, Mr. Paulhus seconds, all in favor, meeting adjourned at 6:30pm.