

Bellingham Housing Authority - Meeting Minutes
February 8, 2022 at Depot Court

1. Meeting called to order at 6:02.

The following members present:

- Brett Lambert, Executive Director
- Chris Remillard – Chairperson
- Randy Hall – Vice Chairperson
- Debra Sacco – Treasurer
- Linda Cartier – Board Member
- Russell Anzivino – Recording Secretary

The following members not present:

- Ronald Paulhus – Assistant Treasurer

2. Operating Budgets for the 400-1, MRVP and Management Programs for the fiscal year ending 3/31/2022

- Mr. Conlon was at the meeting virtually and reviewed budget page by page in detail. No more section 8 in budget, only MRVP and 400-1. Mr. Hall questions having a net-deficit in the budget in which Mr. Conlon states will be fine. Mr. Remillard questions the dollar amount for the on-call maintenance – corrected to be \$200/week

- Motion made by Mrs. Cartier to approve 400-1 budget, Mr. Hall seconds, all in favor, motion carries.

- Motion made by Mrs. Cartier to approve MRVP budget, Mrs. Sacco seconds, all in favor, motion carries.

- Mrs. Cartier motions to approve the management contract budget, Mrs. Sacco seconds, all in favor, motion carries.

3. Approval of January 18, 2022 Minutes

- Mrs. Cartier motions to approve, Mrs. Sacco seconds, all in favor, motion carries

4. Public Input

- Ice and snow concerns in shaded area – resident called and no one came – Mr. Pelletier was present and owed this “call” he stated it was a judgment call and he chose not to have anyone respond unless more calls came in which no more calls came in so it was not attended to – its discussed multiple people need to call in these concerns so they get taken care of.

- Holes in parking lot are deep and getting worse – discussed not much can be done this time of year due to the freezing weather and plowing – plows will rip up any patch work done – will need to be addressed in the spring

- Automatic deposits for rent checks – will happen again once system will allow resident to absorb the fee, not the housing authority

- Concern about another maintenance person – it is being looked into for once Mr. Pelletier moves into his Executive Director role

- Heat/AC units in resident walls need to be cleaned – Mrs. Sacco states someone needs to get out immediately to have these HVAC units cleaned – residents concerned with mold and dust in them. It is discussed that it is bring addressed

5. Correspondence

- Public Housing Notice 2022-02: this is for the board to review – discussed the Executive Salary
- Public Housing Notice 2021-18: discussed opinions on mandatory covid vaccine for employees and if board things community rooms need to be closed or not again – board will need to vote if they want to mandate employee covid vaccine

6. Treasurer's Report period ending November 31, 2021

- Amount used to pay landlords is increasing 125%

7. Accountant's Report

- Fee Accountant reports for October and November are taken care of – will be getting paper copies moving forward
- No secretary – there are applicants that will be reviewed

8. Old Business

- Tabled the review of Ed Pelletier contract - Richard will give amount of Ed Pelletier salary at next meeting in March 1, 2022 – voted to table the review again at next meeting in March – Mrs. Sacco motions to table the review of Ed Pelletier salary and contract at next meeting; Mrs. Cartier seconds; all in favor.

- Mrs. Cartier motions to approve December 2021 meeting minutes, Mrs. Sacco seconds, all in favor, motion carries.

9. New Business

- Discussion and board vote on payment for replacement of damaged electric wheelchair up to \$3,600: was left behind resident building and tree fell on it and ruined it – when company cleaned up tree they took away ruined chair. Nothing further has been brought up by resident on reimbursement for it but Executive Director wanted to bring it to the board's attention.

10. Executive Director Report

- Admin will be 18 hours
- Reviewing to have a temporary maintenance person to help out – 12 to 18 hours
- New office software is good and running
- Fire alarms upgrades are good
- Weatherization project moving forward – company is onsite
- Currently six openings – will be filling them
- There are vacancy fees the board absorbed from prior executive director – currently working to resolve those fees
- Maintenance: snow and ice has been taking a lot of time; working on turning over empty units to prepare them to be rented; Mr. Pelletier is doing about 20 hours a week w/ Brett on shadowing and training for new role.

11. Executive Session

- none

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

- none

13. Meeting Closure

- Next meeting is March 8, 2022 at Wrentham Manor at 6:00
- Mrs. Sacco motions to adjourn meeting, Mr. Hall seconds, all in favor, meeting adjourned.