

Bellingham Housing Authority – Meeting Minutes

February 27, 2024 at Wrentham Manor 6 pm

1. Meeting called to order at 6:00

The following members present:

- Linda Cartier – Chairperson
- Debra Sacco – Vice Chairperson
- Ronald Paulhus – Treasurer
- Jim Fitzpatrick – Assistant Treasurer - Tenant Board Appointee
- Christopher Remillard – Board Member
- Edward Pelletier – Executive Director
- Cathy Vaillant – Administrative Assistant
- Richard Conlon – Fee Accountant via phone conference

2. Approval of Minutes

- Mr. Remillard motions to approve January 9, 2024 minutes Mr. Paulhus seconds, approval of January 9, 2024 minutes, all in favor, motion passes 5-0

3. Old Business

- Fee Accountant informed us to move forward with Green Harbor Energy AEC buyout after consulting with the State. We are expecting \$99,000 to be received in May 2024 and added to our operating reserves

4. New Business

- Approval of the FY25 Budget for 400-1 and MRVP was reviewed by Richard and needs a board vote. Mr Remillard motions to approve both budgets, Mr. Fitzpatrick seconds, all in favor, motion passes 5-0

- Executive Director Salary Calculation worksheet for FY25 needs a board vote. Mr Remillard motions to approve Executive Director Salary Calculation, Mrs. Sacco seconds, all in favor, motion passes 5-0

5. Treasurer's Report

- Reviewed check registers
- Reviewed ACH Debit Card Transactions

6. Fee Accountant Report

- Cost Comparatives reviewed
- Reviewed MMDT Statements

7. Executive Director Report

- LHA Board Member Training must be completed by all members NLT April 15, 2024
- Annual unit inspections have begun and will be complete by March 31, 2024
- BHA has been issued a new program, AHVP, Alternative Housing Voucher Program. We have 10 vouchers to issue which will increase our yearly revenue by \$6,000 a year.
- Sewer Pipes Replacement FISH 025070 needs a board vote to be approved. Mr. Remillard motions to approve Sewer Pipes Replacement FISH 025070, Mr. Fitzpatrick seconds, all in favor, motion passes 5-0
- (CIP) Capital Improvement Plan for the Bathroom Exhaust Fans 025068 has been funded and planning is underway
- Decks at Wrentham Manor 667-2 will be replaced in FY25
- Occupancy Report: 667-1, has four (4) vacancies, no other vacancies
- Maintenance Report: Work orders being completed in a timely manner; Mini split/Heat Source pumps cleanings are all complete for this year.

8. Public Input

- None

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

- None

10. Meeting Closure

- Next meeting is March 12, 2024 at Depot Court at 6:00.
- Mr. Remillard motions to adjourn meeting, Mr. Paulhus seconds, all in favor, meeting adjourned at 6:30pm.