

Bellingham Housing Authority – Meeting Minutes

March 7, 2023 at Depot Court

1. Meeting called to order at 7:00

The following members present:

- Christopher Remillard – Chairperson
- Randy Hall – Vice Chairperson
- Debra Sacco – Treasurer
- Linda Cartier – Board Member
- Edward Pelletier – Executive Director
- Cathy Vaillant – Administrative Assistant
- Richard Conlon – Fee Accountant

Members not present:

- Ronald Paulhus – Assistant Treasurer

2. Approval of February 14th, 2023 Minutes

- Mrs. Cartier motions to approve minutes, Mrs. Sacco seconds, Minutes approved, all in favor, motion passes 4-0

3. Public Input

- None

4. Old Business

- The shed for Depot Court has been ordered. The cost incurred is \$12,924 with an additional \$2,500 for the pad and roadway to lead to the shed. For a total cost of \$15,424. It should all be set and delivered within 6 weeks. Call to motion a vote to approve this spending. Mrs. Cartier motions to approve spending, Mr. Hall seconds, shed project approved, all in favor, motion passes 4-0

- Two (2) Automatic door openers have been ordered and quotes in. One (1) will go to each project where we feel it is most needed. The cost will be \$5,900 for each door updated.

- We are upgrading our existing camera system by adding license plate readers for each complex to be able to better track guests and unauthorized trash dumping or things of such nature that need to be looked into. The cost for this is \$1,747 for each project.

5. New Business

- Language Access Plan (LAP) required by DHCD reviewed. Motion called to approve. Mrs. Cartier motions to approve LAP, Mrs. Sacco seconds, LAP approved, all in favor, motion passes 4-0

- Reasonable Accommodation Plan (RAP) required by DHCD reviewed. Motion called to approve. Mrs. Sacco motions to approve RAP, Mrs. Cartier seconds, RAP approved, all in favor, motion passes 4-0

- Fair Housing Plan (FHP) required by DHCD reviewed. Motion called to approve. Mr. Hall motions to approve FHP, Mrs. Cartier seconds, FHP approved, all in favor, motion passes 4-0

- The Executive Director contract is ending March 31st, 2023, and the new contract must be reviewed. Richard Conlon reviewed the LHA Executive Director Salary calculation Worksheet with the DHCD calculated salary of \$79,290 for 32 hours a week. This contract is for 3 years with a vote yearly for salary increases. Board to vote on a motion to approve the three (3) year contract with a FY24 salary of \$79,290 for 32 hours a week. Mr. Hall motions to approve salary, Mrs. Cartier seconds, 3-year contract and salary approved, all in favor, motions passes 4-0.

- Operating budget for FY24, April 1, 2023 – March 31, 2024 to be reviewed by Richard Conlon. Richard reviewed the 12 pages of the upcoming budget estimates and answered questions asked. Richard covered the State 400-1, MRVP, and Management budget.

- Motion to approve the State 400-1 Budget, Mr. Hall motions to approve State 400-1 budget, Mrs. Cartier seconds, State 400-1 approved, all in favor, motion passes 4-0

- Motion to approve the MRVP Budget, Mrs. Sacco motions to approve MRVP budget, Mrs. Cartier seconds, MRVP approved, all in favor, motion passes 4-0

- Motion to approve the Management Budget, Mrs. Cartier motions to approve Management Budget, Mr. Hall seconds, State 400-1 approved, all in favor, motion passes 4-0

-DHCD CAPHUB Project Balcony Bracing 025064 for railing cap replacements, broken spindle replacement, and repaint the black posts at Depot Court. Cost estimated at \$24,300. Motion called to approve. Mrs. Sacco motions to approve the balcony bracing project, Mr. Hall seconds, Balcony bracing project approved, all in favor, motion passes 4-0

6. Treasurer's Report

- Reviewed check registers

- Reviewed ACH debit card transactions

7. Fee Accountant Report

- Richard reviewed the cost comparative and the MMDT Summary Report.

8. Executive Director Report

- Annual recertifications are underway and are about 80% are completed.
 - Annual unit inspections have begun; 11 buildings have been inspected.
 - Capital Improvement Plan (CIP) for FY 2023 approved to include an ADA door at DC Community building for a total of \$7,260. Also included was for 705, Arthur St. septic system replacement for \$45,682. Motion called to approve. Mrs. Cartier motions to approve CIP for FY 23, Mrs. Sacco seconds, CIP approved, all in favor, motion passes 4-0
 - July Fire alarm testing will be done. Testing for DC is \$3,332 and WM for \$2,749.
- There was a power outage at Wrentham Manor the prior week for several hours. One of the three phases of cables underground blew and had to be located and repaired. The community building was available as well as the Senior Center was called and they offered to bus residents to the center if needed.
- ARPA formula funding project, for new flooring in the hallways and new decks at WM. Total funding will be \$145,475. Motion called to approve. Mr. Hall motions to approve ARPA formula funding project at \$145,475, Mrs. Sacco seconds, ARPA project approved, all in favor, motion passes 4-0
 - Occupancy Report: One (1) vacancy at 667-2. Two (1) vacancies at 667-1, both already have a verified new tenant ready for each unit.
 - Maintenance Report: The turnover at 78 WM will be complete this week, tenant to sign lease Friday. Turnover at 58 DC underway.

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

- None

10. Meeting Closure

- Next meeting is April 11th, 2023 at Wrentham Manor at 6:00.
- Mrs. Cartier motions to adjourn meeting, Mrs. Sacco seconds, all in favor, meeting adjourned at 7:55pm.