

## **Bellingham Housing Authority – Meeting Minutes**

**March 8<sup>th</sup>, 2022, at Wrentham Manor**

### **1. Meeting called to order at 6:02**

The following members present:

- Chris Remillard – Chairperson
- Randy Hall – Vice President
- Debra Sacco – Treasurer
- Ronald Paulhus – Assistant Treasurer
- Linda Cartier – Board Member
- Brett Lambert – Executive Director
- Edward Pelletier – Training ED
- Rich Conlon – Fee Accountant - on zoom

### **2. Operating Budgets for the 400-1, MRVP and Management Programs for the fiscal year ending 3/31/2023 reviewed by Richard Conlon via zoom**

- Proposed operating budget for State-Aided Housing of the Bellingham Housing Authority, Chapter 200 / 667 /705 / 689 / MRVP
- Allowable increase is 4% which amounts to \$17,427
- Subsidy for expected utilities costs for (\$49,697) plus approved DHCD exemptions allows for total subsidy of \$64,382
- Program 400-1 for FYE 3/31/23, showing total revenue of \$676,300 (Acct. No. 3000). Total expenses of \$860,932 (Acct No 4000), requesting a subsidy of \$64,382 (Acct No. 3801)
- Mr. Paulhus motions to approve, Mrs. Sacco seconds, all in favor, motion carries
- Program MRVP for FYE 3/31/23, showing total revenue of \$21,080 (Acct. No. 3000). Total expenses of \$18,186 (Acct No 4000), requesting a subsidy of \$0 (Acct No. 3801)
- Mrs. Sacco motions to approve, Mr. Paulhus seconds, all in favor, motion carries
- Executive Director's total annual salary of \$75,825 to be submitted to DHCD for its review and approval

### **3. Public Input**

- Complaints of the holes in the walls remaining from the inside light work completed
- Gutter paper is hanging out everywhere since it was cleaned, needs to be cleaned up
- Requesting a replacement picnic table between bldg. 1 & 2 for smokers and to eat etc.
- A company is coming out to address automatic door opener that isn't working properly

- Residents storing belongings on the property outside and in hallways discussed, Cleanup behind Bldg. 40 to be addressed more
- Bellingham Housing website not up to date
- Requested additional larger traffic signs, people are driving too fast thru the property
- Wondering where the request for recertification documents will be sent out

#### 4. Approval of February 8, 2022, Minutes

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

#### 5. Correspondence

- none

#### 6. Treasurer's Report period ending February 28, 2022

- Reviewed 4 checks that were voided
- Accounts Payable Warrants, daily bills paid to vendors reviewed
- Housing Choice Voucher Register, Landlord payments reviewed

#### 7. Accountant's Report

- Third quarter financials and Mod report reviewed

#### 8. Old Business

- Approval of Edward Pelletier, Executive Directors' contract for 1 year at \$75,825 starting April 1, 2022.
- Motion by Randall Hall to approve Edward Pelletier, Executive Directors contract for 1 year at \$75,825 starting April 1, 2022. Seconded by Ronald Paulhus, Vote Passed 4-1 with Linda Cartier vote for Nay

#### 9. New Business

- none

#### 10. Executive Director Report

- Tenants accounts receivable report reviewed.
- Occupancy Report: 667-2 – 6 vacant, some units are ready for lease, while others are in various stages of completing work
- Maintenance Report: Snow removal being completed, work orders being done in a timely fashion, working on vacant units, assisting contractors with unit entry and supervision as needed, daily cleaning of office and the community buildings being completed, Mini split/heat pump cleaning waiting on bids, cleared, salted and maintained all walkways

#### 11. Executive Session

- none

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

- Will revisit Biannual recertification for tenancy next meeting

#### 13. Meeting Closure

- Next meeting is April 12, 2022, at Depot Court at 6:00.
- Mrs. Sacco motions to adjourn meeting, Mr. Paulhus seconds, all in favor, meeting adjourned 7:15pm