

Bellingham Housing Authority – Meeting Minutes

April 11, 2023 at Wrentham Manor

1. Meeting called to order at 6:02

The following members present:

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

Members not present:

- Randy Hall – Vice Chairperson
- Debra Sacco – Treasurer

2. Approval of March 7th, 2023 Minutes

- Mrs. Cartier motions to approve minutes, Mr. Paulhus seconds, Minutes approved, all in favor, motion passes 3-0

3. Public Input

- Tenant asking about fans in bathroom, was stated how its in the 5 year plan, but beyond that is not in our control to say when the state will actually fund this for BHA.

4. Old Business

- The shed for Depot Court has been ordered and now the road and pad is ready for the shed's pending delivery here in the next few weeks.

5. New Business

- DHCD survey research report for 2019-2022 was reviewed. BHA rated above average for almost every category rated and questioned.

- Certificate of Substantial Completion (CSC) with Dagle Electrical Construction who performed the work on the 025060 generator project at Depot Court to be voted on. Was pending the correction of the generator completing its weekly self-test. Now that it has been set BHA is ready to vote on the CSC. Mrs. Cartier motions to approve CSC, Mr. Paulhus seconds, CSC approved, all in favor, motion passes 3-0

- Richard Conlon's Fee Accountant contract to be voted on with a new monthly rate of \$1500 with same services provided and no changes other than cost. Mrs. Cartier motions to approve Fee Accountant Contract, Mr. Paulhus seconds, Fee Accountant Contract approved, all in favor, motion passes 3-0

6. Treasurer's Report

- Reviewed check registers
- Reviewed ACH debit card transactions

7. Fee Accountant Report

- Reviewed the cost comparative and the MMDT Summary Report

8. Executive Director Report

- Annual recertifications are mostly done at about 97% completed
- Annual unit inspections have been 100% completed
- BHA had a nonresident back into building 70 at Wrentham Manor. There was some damage to the bricks and walls. No injuries to any persons. Our insurance company handles everything including the work needed to be done and they will go after the person's auto insurance.
- Recently had to pay Lincoln Pest Control \$3,250 to treat 5 units for a problem originating in Bldg 40 at Depot Court.
- BHA is looking to bid on a used truck from another housing authority that would be used for our maintenance's second vehicle if the bid is won. The auction close date is April 13, 2023.
- Edward Pelletier is looking to carry over 12 days of unused vacation time. This would be for a time frame of no more than one year. Mrs. Cartier motions to approve 12 days' vacation carry over to be used within one year, Mr. Paulhus seconds, 12 days' vacation carry over approved, all in favor, motion passes 3-0
- Occupancy Report: One (1) vacancy at 667-1, rented as of May 1st.
- Maintenance Report: Regular and annual inspection work orders are both being completed in a timely manner. Spring cleaning of all the hallways at 667-1 and 667-2 is completed. Spring cleanup outside to begin soon.

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

- If needed, board meetings may be completed via zoom until April 1st, 2025.

10. Meeting Closure

- Next meeting is May 9th, 2023 at Depot Court at 6:00.
- Mrs. Cartier motions to adjourn meeting, Mr. Paulhus seconds, all in favor, meeting adjourned at 6:32pm.