

Bellingham Housing Authority – Meeting Minutes

April 12, 2022, at Depot Court

1. Meeting called to order at 6:01

The following members present:

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

The following members not present:

- Randy Hall – Vice President

2. Approval of March 8th, 2022, Minutes

- Mrs. Cartier motions to table, until minutes from previous Executive Director are corrected, notes are submitted for review, Mrs. Sacco seconds, all in favor, motion tabled

3. Public Input

- Bldg. 10 at DC requests a ramp like other BLDG's that have them, due to tenants who have scooters. Other option is to transfer tenants with scooters to vacant 1st floor unit as they become available. Director will investigate costs for approved ramps

- Pot holes: Only the big pothole at the entrance is fixed for now. Ray is busy fixing some as he can. Director will put a state bid out for entire parking lot repair to be completed

- Lights in hallways are always on. Tenants informed it's a safety precaution as hallways prior were dark. They are self-adjusting from day to nighttime to be energy efficient

- Concerns of needing an additional full time maintenance employee to be addressed. Director to hire a second full time person, as well as a part time maintenance employee for as needed fill ins during vacations and sick time for full time maintenance staff

- Request for auto withdrawal of rent from bank be brought back, told it will be once Rich Conlon squares away FYE 22.

- Hallways to be cleaned from all the construction dust and debris, as well as salt and general use. Going to hire an outside company to clean and mop the hallways, to allow our single maintenance man to focus on more important work orders

- Concern about no ceiling fan in community room, that it will be stuffy

- Tenants requested power washing of siding located at DC

3. Public Input (cont.)

- So far, only the mini splits at Bldg. 10 have been cleaned. One Bldg. to be done a week going forward until completion of both projects is satisfactory
- Concerns about generator capacity for those who need oxygen machines were expressed. A generator project is set for June. Will have a construction meeting for setting it up, but in the meantime options such as senior center work if needed

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

- Nothing at this time until documents requested have been received and reviewed

5. Correspondence

- none

6. Treasurer's Report

- none

7. Accountant's Report

- Mr. Conlon was at the meeting virtually and requested FYE 22 reports. Mr. Conlon requested check register summary for 400-1 revolving register, housing revolving warrant register, payroll register, tenants account receivable, employee time and sundry expenses

8. Old Business

- One full time maintenance guy being hired. Mrs. Sacco recommends possibly hiring outside contractors to complete the units for readiness to be filled until caught up on units ready to lease and at 100% occupancy rate.
- Ask Rich Conlon when he recommends establishing recertifications every two years as he had mentioned in person prior

9. New Business

- Rich Conlon working on fixing FYE22 before recommending establishing rent to be due by the 5th of each month and offering automatic withdrawal of rent payment again

10. Executive Director Report

- New fire alarms up and tested
- Lighting upgrade done at DC, WM to be done this week
- Cathy Vaillant new administrative assistant hire
- Pet deposit, vote to return once Rich Conlon gives the OK. This will be brought up again after the tenants' accounts have been reconciled due to change in Directors during the time a change in the rent roll program used and accounts need to be reviewed prior due to numerous discrepancies
- Maintenance ad to be done soon
- Bellingham Fire Dept required change order to the strobe lights at maintenance Bldg. which is being done this week. Mrs. Sacco motions to approve, Mrs. Cartier seconds, all in favor, motion carries
- Maintenance Report: Emergency sewer pump repairs needed, costing slightly over \$10,000, bill to come, work orders done in a timely fashion, even with lack of enough maintenance personnel on staff, vacancy's being prepared and ready for leasing, assisted contractors as needed, mini split heat pump cleaning has started at DC, getting quotes for driveway repairs for DC

11. Executive Session

- none

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

- 2 Vacation days from FYE22 for Edward Pelletier to be carried over from the maintenance position to Director thru end of FYE23. Mrs. Sacco motions to approve, Mr. Paulus seconds, all in favor, motion carries

13. Meeting Closure

- Next meeting is May 10th, 2022, at Wrentham Manor at 6:00
- Mrs. Sacco motions to adjourn meeting, Mr. Paulhus seconds, all in favor, meeting adjourned 7:19pm