

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

**May 9, 2023 at Depot Court**

1. Meeting called to order at 6:02 (This meeting was not recorded)

The following members present:

- Randy Hall – Vice Chairperson
- Debra Sacco – Treasurer
- Ronald Paulhus – Assistant Treasurer
- Linda Cartier – Board Member
- Jim Fitzpatrick – Tenant Board Appointee
- Edward Pelletier – Executive Director
- Cathy Vaillant – Administrative Assistant
- Richard Conlon – Fee Accountant (speaker phone only)

Members not present:

- Christopher Remillard – Chairperson

2. Approval of April 11<sup>th</sup>, 2023 Minutes

- Mrs. Cartier motions to approve minutes, Mr. Paulhus seconds, Minutes approved, all in favor, motion passes 5-0

3. Public Input

- Tenant spoke about boxes in dumpster taking up space, this was due to us sending out notices asking tenants to try to use each dumpster equally and break down boxes

4. Old Business

- The balcony bracing project was slightly delayed in starting due to permit and materials being available. Balcony bracing project is now due to start May 18<sup>th</sup>, 2023

## 5. New Business

- BHA welcomed Jim Fitzpatrick as the newly appointed Tenant Board Appointee. Jim's term is from May 1, 2023, through April 31, 2028.

- DHCD requires annually that BHA submits the Executive Director/ Board Approval Regarding Wage Match, v2. Board vote needed to that BHA has these signed acknowledgements on file. Mrs. Cartier motions to approve Wage Match v2, Mrs. Sacco seconds, Wage Match v2 approved, all in favor, motion passes 5-0

- Administrative assistant update regarding Cathy going from full time to now part time working 14 hours a week. A second part time administrative assistant, Michelle, "Shelly" has already been hired and started cross training. Shelly will be working 18 hours a week.

## 6. Treasurer's Report

- Reviewed check registers, set of numbers voided as extra zeroes were wrongly input.
- Reviewed ACH debit card transactions

## 7. Fee Accountant Report

- Reviewed the cost comparative and the MMDT Summary Report. Richard was on speaker phone and reviewed the FYE23 cost comparative report. BHA ended FY23 with 83% reserves

## 8. Executive Director Report

- Annual recertifications are at 97% completed
- Depot Court shed has been delivered and set in place
- BHA is still looking for another maintenance vehicle
- Occupancy Report: No vacancies in any programs
- Maintenance Report: Regular and annual inspection work orders are both being completed in a timely manner.

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

- Board vote need for the Certification of Compliance with Notification Procedures for federal and State Lead Paint Laws. Mrs. Cartier motions to approve Certification of Compliance with Notification Procedures for federal and State Lead Paint Laws, Mrs. Sacco seconds, Certification of Compliance with Notification Procedures for federal and State Lead Paint Laws approved, all in favor, motion passes 5-0

-Board vote needed for the Certification of Top 5 Compensation Form. Mrs. Cartier motions to approve Certification of Top 5 Compensation Form, Mrs. Sacco seconds, Certification of Top 5 Compensation Form, approved, all in favor, motion passes 5-0

- Board vote needed for Certification of Year End Financial Statements and Tenants Accounts Receivables Data, Mrs. Cartier motions to approve Certification of Year End Financial Statements and Tenants Accounts Receivables Data, Mr. Paulhus seconds, Certification of Year End Financial Statements and Tenants Accounts Receivables Data approved, all in favor, motion passes 5-0

#### 10. Meeting Closure

- Next meeting is June 13<sup>th</sup>, 2023 at Wrentham Manor at 6:00.
- Mrs. Cartier motions to adjourn meeting, Mr. Paulhus seconds, all in favor, meeting adjourned at 6:32pm.