

Bellingham Housing Authority – Meeting Minutes

May 10th, 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
- Edward Pelletier – Executive Director
- Cathy Vaillant – Administrative Assistant

2. Approval of April 12th, 2022, Minutes

- Mr. Paulhus Motions to approve, Mr. Hall seconds, all in favor, motion carries

3. Public Input

- Abuse of parking in non-marked areas by visitors and tenants to be addressed closely moving forward
- Requested larger crosswalk signs and slow down signs for safety
- Tenants happy with the cleaning of all the hallways
- Inquired about new decking and possibly bathroom fans to be done in part of the capital improvement budget
- Requested for auto withdrawal of rent from bank be brought back – Tenants told it is being brought back in July

4. Operating Budgets

- none

5. Correspondence

- none

6. Treasurer's Report

- none

7. Accountant's Report

- Rich Conlon on speaker phone, went over FYE 22 financial reports 400-1 and MRVP. 400-01 Surplus must be spent, currently at 100% of maximum reserve.
- The top 5 salary forms from DHCD reviewed. Mrs. Cartier motions to approve, Mrs. Sacco seconds, all in favor, motion carries

8. Old Business

- none

9. New Business

- Steve Venincasa discussed the property on Center Street owned by BHA - asked BHA for its needs, went over the possibility of him building 2 buildings and leaving room for up to 3 more to be built in the future – Steve will draft up options for the build on this plot of land for family housing and present at June meeting
- Collection Loss of \$2,931 due to death needs to be written off, Mr. Hall motions to approve, Mrs. Cartier seconds, all in favor, motion carries

10. Executive Director Report

- The fire alarm upgrades have been completed
- Hired a new full time maintenance personnel who is already trained from his previous part time work here with BHA, completion of workorders and units being done
- Ed has completed 1 certification towards his Executive Director required training
- Occupancy Report: 4 Units ready to lease and 3 in final process of being turned over Should be at 100% occupancy for 705 and 667 by 1 June
- Maintenance Report: Emergency sewer repairs have been completed. Mini splits are almost done being cleaned at Depot Court, Wrentham Manor to be worked on next. Weatherization and lighting upgrades have been completed. Now minimal repair and paint work to be done around where the old lights were. Vacancies are finishing up preparation for leasing. Lawn care and outdoor spring cleanup has started. Spring and post construction clean up of all hallways will start this week and should be completed within 3 weeks

11. Executive Session

- none

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

- To be put on next agenda - Board to vote on reorganization at June Board meeting

13. Meeting Closure

- Next meeting is June 14th, 2022, at Depot Court at 6:00

- Mr. Paulhus motions to adjourn meeting, Mrs. Cartier seconds, all in favor, meeting adjourned 7:52pm