

**Bellingham Housing Authority - Meeting Minutes**  
**May 11, 2021 – virtually via ZOOM**

1. Mrs. Cartier calls meeting to order at 6:01

The following members present:

- Monique Bergeron, Executive Director
- Debra Sacco – Chair Person
- Linda Cartier – Vice Chair Person
- Sandra Tracy – Treasurer
- Chris Remillard – Assistant Treasurer
- Russell Anzivino – Recording Secretary
- Richard Conlon – Accountant

Members not present:

- Randy Hall – Board Member

2. Approval of April 13, 2021 Minutes

- Mrs. Sacco motions to approve; Mrs. Tracy seconds; no discussion; all in favor.

3. Public Input

- None

5. New Business

A) Resolution 2021-10 FYE 2021 Certification for 400-1 and MRVP presented by Richard Conlon

- State 400-01:
  - Rents off by \$3,087
  - We keep ½ of laundry proceeds
  - Expenses for sundry administrative costs were under
  - Utility costs were under
  - Energy saving of \$46,811 is a savings amount – next year only can keep 50%
  - Wrote of \$828 of uncollected rents
  - Bottom line is that there was a profit of \$113,164 this year
- Extraordinary work
  - Apartment renovations and a couple appliances purchased. No washer/dryer or office copier purchased
- Section 8 Housing Choice Voucher Program
  - Program received extra \$16,344 in COVID money
  - Program will end July 1, 2021 – at end of July, any reserves left will need to be paid to the new housing authority. HUD states there needs to be an outside audit firm brought in to conduct audit.
  - Salaries under due to COVID money paying some
  - Overall profit of \$21,587.00

- At end of year, there was \$11,626 of HUD money at Bellingham Housing which will be used in April, May and June – any left over at end of June will go to new housing authority.
- MRVP:
  - Overall loss of \$11,718
- Analysis of Operating Reserve Balances
  - Section 8: Made profit of \$21,587 with reserves at \$53,974 – most will be used in April, May, and June and then remaining portion will go to Dedham.
  - State 400 Program – profit of \$109,102 plus laundry of \$4,062 putting reserve at 100%. Any money put in for next year's budget should be spent or else could be loss. Reserves for laundry are \$27,144. Restricted reserve for sidewalk work at \$33,388.
  - MRVP – has a loss of \$11,718 and a negative reserve of \$551.
- Mr. Conlon suggests charging all part-time pay to Section 8 as the part-time employees are getting the Section 8 files ready to be transferred to Dedham
- Mrs. Bergeron states she bought the office copy machine – it will be charged to Section 8 – Mr. Conlon agrees.
- Overall in good shape as long as next year budget is spent.
- The board has no further questions or concerns
- Mrs. Bergeron discusses the lead based paint form that tenants get when they move in
- Mrs. Bergeron discusses Top 5 Compensation Form – required by DHCD – an increase of budget to two maintenance staff, assuming contributed to overtime.
- Mrs. Sacco makes note that the front page of Resolution 2021-10 states the incorrect fiscal year end and that it should be 2021 not 2018.
- Mrs. Cartier asks for a motion; Mrs. Sacco motions to accept Resolution 2021-10 FYE Certifications for 400-1 and MRVP; Mr. Remillard seconds; all in favor; motion carries.

#### 4. Board Elections

- Mrs. Bergeron asks for nomination for chair person; Mrs. Cartier nominates Mrs. Sacco; Mrs. Tracy seconds; Mrs. Bergeron calls for other nominations – none; Mrs. Sacco accepts; all in favor.
- Mrs. Sacco asks for Vice Chairperson nominations; Mrs. Sacco nominates Mrs. Cartier as Vice Chairperson; Mrs. Tracy seconds; no other nominations; all in favor.
- Mrs. Sacco asks for motions for Treasurer nominations; Mrs. Cartier confirms with Mrs., Tracy that she has only been Treasurer currently for one year; Mrs. Cartier nominates Mrs. Tracy; Mr. Remillard seconds; Mrs. Tracy seconds; all in favor.
- Mrs. Sacco asks for Assistant Treasurer nominations; Mrs. Cartier nominates Mr. Remillard; Mrs. Tracy seconds; Mr. Remillard accepts; all in favor.

#### 6. Old Business

##### A) Resolution 2021-08 Procurement Policy Amendment

- Mrs. Cartier makes motion to approve; Mr. Remillard seconds
- Discussion: Mrs. Sacco question on page 2 where it states “all procurements \$9,999” but after said out loud sounds fine. Mrs. Cartier asks about the “funky mark” which is a reference mark – asks to have that removed. Mrs. Sacco mentions on page 6 it discusses quote can be received and don't necessarily have to be written. Mrs. Tracy questions the line through

the bottom of page 3. Mrs. Tracy questions why a non-written quote would ever be accepted. Mrs. Cartier asks that the contract state that quotes be written. Mrs. Cartier states on Page 3, Part B, Number 2, there is a number 3 which is a reference number. Mr. Remillard makes motion to table; Mrs. Cartier seconds the motion to table; all in favor; motion carries.

## 7. Correspondence

### A) Baker-Polito COVID 19 Press Release April 27, 2021

- Nothing will be wide open until August
- Nothing states mask mandate will be lifted
- Only 10 meeting in meeting room so no public and meeting would need masks

## 8. Treasurer's Report period ending March 31, 2021

- Two door openers installed as reasonable accommodation
- Group insurance is \$18,000
- Large expense to National Grid – electric pole for meter for generator at Depot Court
- Mr. Remillard questions the “stop payment” fee at Dean Bank – Mrs. Bergeron states it is more than likely from someone losing a check and having to reissue. Mrs. Bergeron believes it was for Oakwood.
- Mrs. Cartier asks how maintenance is – has anyone been hired? Advertisement is up – interviews have taken place. Ed will be back on light duty.
- Still two secretaries
- When Section 8 goes, will not lose two secretaries – just stay within budget – possible reduce hours for short period of time at end of year – their salaries being assigned to Section 8.
- No questions on payroll

## 9. Executive Director Report

- Monthly DHCD meetings
- Executive Session Board Meeting
- Speaking with Attorney still – working on personnel policy
- Went to MEMA in Franklin to pick up supplies
- 3/31 – six vacancies – 1 leased up at Depot – 2 accepted at Wrentham
- Finished up vaccine clinics
- Three private conferences w/ Attorney for three applicants felt not appropriate for program – Attorney sided w/ applicants.
- Tenants Accounts Receivable the lowest in two years
- Mrs. Cartier asks which lawyer was use for private conferences – Mrs. Bergeron states it was the DHCD Lawyer.
- Mrs. Cartier questions of Center Street is filled – it is

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

- None
- Mrs. Sacco questions how to get Mrs. Tracy reappointed to her position – Mrs. Bergeron will call state to discuss. Mrs. Bergeron states they will not reappoint unless the board “bugs” them. Mrs. Cartier asks for the dates to be updates on the town website.

## 11. Meeting Closure – next meeting will be June 8, 2021- Mrs. Cartier motions to adjourn, Mr.

Remillard seconds, all in favor, meeting adjourned at 6:58 pm.