

Bellingham Housing Authority – Meeting Minutes

June 13, 2023 at Wrentham Manor

1. Meeting called to order at 6:00

The following members present:

- Debra Sacco – Treasurer
- Ronald Paulhus – Assistant Treasurer
- Linda Cartier – Board Member
- Jim Fitzpatrick – Tenant Board Appointee
- Edward Pelletier – Executive Director
- Cathy Vaillant – Administrative Assistant

Reorganization of the board to be voted on first.

- Mrs. Sacco motions to nominate Mrs. Cartier for Chairperson, Mr. Fitzpatrick seconds, all in favor, motion passes 4-0
- Mrs. Cartier takes motion for Vice Chairperson, Mr. Paulhus motions to nominate Mrs. Sacco, Mr. Fitzpatrick seconds, all in favor, motion passes 4-0
- Mr. Fitzpatrick nominates Mr. Paulhus as Treasurer, Mrs. Sacco seconds, all in favor, motion passes 4-0
- Mrs. Sacco nominates Mr. Fitzpatrick as the Assistant Treasurer, Mr. Paulhus seconds, all in favor, motion passes 4-0

Updated Board Members for continuation of meeting:

- Linda cartier – Chairperson
- Debra Sacco – Vice Chairperson
- Ronald Paulhus – Treasurer
- Jim Fitzpatrick – Assistant Treasurer - Tenant Board Appointee
- Vacant – Board Member

2. Approval of May 9th, 2023 Minutes

- Mrs. Sacco motions to approve minutes, so long as a note is made that it wasn't recorded, Mr. Paulhus seconds, Minutes approved, all in favor, motion passes 4-0

3. Public Input

- None

4. Old Business

- The balcony bracing project started about 5-6 weeks ago and will update further as it is completed. All railing caps and metal bracings underneath will be replaced.

- Spoke about Mr. Remillard's term being up and Mr. Hall resigning prematurely. This all happened and was only clarified on the Thursday before the meeting. Due to this the reorganization of the board was in order. BHA has to check with DHCD to see how long it can stay vacant. Mrs. Cartier suggested a vote on whether to hold a special election to fill the vacancy or to leave it at only 4 board members until new election. Mr. Fitzpatrick motioned to postpone until next election, Mr. Pahlus seconds, all in favor, motion passes 4-0. It was later discussed that the next election was believed to be in May 2024

5. New Business

- At (705-2) 21 Arthur Street, the septic system replacement is currently in design stage with an engineer after years of failing. We will be connecting to the town sewer behind where Cumberland farms is, more to follow as we are updated

6. Treasurer's Report

- Reviewed check registers
- Reviewed ACH debit card transaction

7. Fee Accountant Report

- Reviewed the cost comparative for April
- Reviewed the MMDT Summary Report

8. Executive Director Report

- Building 70WM repairs to the corner of building where someone backed into it with their vehicle is complete

- Fire alarm testing is set for the end of June and will include every unit, and will be conducted by Norel Service Company

- BHA is still looking for another maintenance vehicle

- BHA's Performance Management Review (PMR) is scheduled for July

- AUP annual audit of FY23 will be scheduled soon as well

- Occupancy Report: 667-1 will have one (1) vacancy on July 1st, 667-2 has three (3) vacancies as of June 1st. All vacancies already have verified applicants ready to move in, pending turnover of unit. All vacancies at 667-2 are going to be 2nd floor tenants transferring to the 1st floor. This causes six (6) units in total needing to be turned. No other vacancies in any other program

- Maintenance Report: BHA has had our part time maintenance staff, Bobby come in to help expedite the unit turnovers. 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 needed to update the authorized signatures at Dean bank. Mrs. Sacco motions that: Mrs. Cartier, Mrs. Sacco, Mr. Paulhus, Mr. Fitzpatrick and Mr. Pelletier be the complete list and only people going forward authorized to sign, anyone else not listed should be removed. Mr. Fitzpatrick seconds, all in favor, motion passes 4-0.

10. Meeting Closure

- Next meeting is August 8th, 2023 at Depot Court at 6:00.

- Mr. Fitzpatrick motions to adjourn meeting, Mr. Paulhus seconds, all in favor, meeting adjourned at 6:28pm.