

Bellingham Housing Authority

Meeting Minutes

June 18, 2019 held at Wrentham Manor

1. Call to Order at 6:02 p.m. for Regular meeting. Announcement made that the meeting is being recorded.

The following members, staff and others were present:

Debra Sacco, Treasurer; Acting Chairperson

Sandra Tracy, Assistant Treasurer

Monique Bergeron, Executive Director

Mark Ladouceur, Member

Robert W. Griffin III, Secretary

Mrs. Cartier and Mr. Hall are absent.

2. Approval of May 14, 2019 minutes
  - A. Ms. Tracy made a motion to accept the minutes; the motion was seconded by Mr. Ladouceur; Mr. Ladouceur apologized for his absence from the May meeting; he had a fall. Mr. Ladouceur inquired to what position Mr. Hall held and what positions are held by each member.
  - B. all in favor; motion carried.
3. Public Input
  - A. Mrs. Ladouceur stated that she doesn't appreciate Mrs. Bergeron screaming and yelling at her and throwing pieces of paper at her because she removed something from a bulletin board that was outdated. She stated that Mrs. Bergeron screamed and yelled at her that the bulletin board's are Bellingham Housing Authority property and you can't touch that. She didn't feel Mrs. Bergeorn should speak to someone that way; scream and holler and throw pieces of paper at them. Mrs. Sacco asked why she wanted to take the paper off of the bulletin board. Mrs. Ladouceur stated that the board was full and the notice was outdated so she took it off and threw it away. We didn't need it up there anymore and it was no big deal. Mrs. Bergeron didn't have to make such a big deal about it; screaming and yelling in my face. Mrs. Ladouceur stated we are not in kindergarten here. Mr.s Sacco asked Mrs. Ladouceur if she went to Mrs. Bergeron to ask her if she could remove it. Mrs. Ladouceur responded in the negative. Mr. Ladouceur spoke on behalf of his wife. He stated that she thought she was helping out; she didn't do it to get somebody mad. Mrs. Sacco asked Mr. Griffin to please note in the minutes.
  - B. Mr. McDonald inquired about the bucket in the grass in front of building 10 at Wrentham Manor. The bucket is covering wiring and a cement base that once had a light pole on it. Mr. McDonald asked if the hole could be covered. Mrs. Bergeorn stated that that pole will be replaced.
4. Treasurer's Report period ending May 31, 2019
  - A. Mrs. Tracy inquired about revolving fund check to the Town of Bellingham. Mrs. Bergeron stated that was for water and sewer for Wrentham Manor for a quarter. Mrs. Tracy asked about a check written to MacRitchie. Mrs. Bergeron explained that the check is for engineering services fee for the fire alarm replacements. Architectural fees are usually pre-construction. Fees to architects and engineers is dependent on the total cost of construction. DHCD usually assigns but the Authority can sometimes choose from a pool of approved service providers.
  - B. Mrs. Tracy inquired about maintenance staff taking time off. Mrs. Bergeron stated that the staff person was on vacation. Mrs. Sacco asked how the staff was working out. Mrs. Bergeron stated all was well.

- C. A tenant wanted to asked a question. Mrs. Sacco asked if the question pertained to the current discussion. The tenant stated she would wait until Other Business.

5. Accountant's Report

- A. Mrs. Sacco asked about the water damage. Mrs. Bergeron stated those expenses are from the flood at the Depot Court Community Room.

6. Executive Director's Report

- A. Mrs. Bergeron provided a brief overview of the report.
- B. Tenant's Accounts Receivable Report, Employee Time Report, and Work Order Report
  - I. Mr. Ladouceur and Mrs. Tracy inquired about the work order report numbers. Mrs. Bergeron stated she would fix that report. Some of the numbers don't make sense.

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

- A. Mr. Ladouceur asked if the board would be willing to draft a letter to the town about the sidewalks from Wrentham Manor to the Fire Department; widening and/or removing the telephone pole from the center of one of the sidewalks. Mr. Ladouceur inquired about door openers and if it could be possible to replace 2 -4 at a time from operating budget. Mrs. Bergeron will take that under advisement.
- B. Ms. Woskie stated that she has no access to make change for the washing machines and/or dryers and wondered if there was a solution. The Authority no longer makes change due to the fact that someone stole the basket of coins off of the office counter. Someone in the audience suggested the card system. Mrs. Bergeron stated that not everyone has access to the internet so she did not think that was an option. Another suggestion is a coin change machine. Mrs. Bergeron felt that was not a safe option; leaving the tenant's at risk for someone breaking into the machine. Mrs. Bergeorn stated that she could offer one day during the week. Everyone agreed that Thursday between 10:00 a.m and 11:00 a.m. would be good.

8. Meeting Closure

- A. Discussion regarding the next scheduled meeting. Mr. Ladouceur made a motion to cancel the July 9, 2019 meeting; seconded by Mrs. Tracy; all in favor; motion carried. The next meeting will be August 13, 2019 at Depot Court.
- B. Mr. Ladouceur made a motion to adjourn; the motion was seconded by Ms. Tracy; all in favor, the motion carried.