

Bellingham Housing Authority – Meeting Minutes

August 8, 2023 at Depot Court

1. Meeting called to order at 6:00

The following members present:

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

2. Approval of June 13th, 2023 Minutes

- Mrs. Sacco motions to table minutes, until they can be reviewed as requested by Mrs. Cartier, Mr. Fitzpatrick seconds, Minutes tabled, all in favor, motion passes 4-0

3. Public Input

- None

4. Old Business

- The balcony bracing project is almost complete. Most of the railing caps have already been painted. There is a change order to the balcony bracing project in that some of the floorboards on the deck rotted and need to be replaced. This will not be coming out of our budget. Mrs. Sacco motions to approve the change order to replace the needed rotted deck boards, Mr. Fitzpatrick seconds, motion to approve the change order, all in favor, motion passes 4-0.

- The corner of BLDG 70WM has had repairs finalized from the vehicle backing up into it. Final corrections were made as needed, and the job is now complete.

- Fire alarm testing was completed at both locations and no issues were found.

- BHA finally acquired a new maintenance vehicle after looking since the start of FY24. BHA purchased a 2014 Ford F150 for \$21,692, \$1,692 over the anticipated cost from the budget. With this we also changed auto insurance companies for savings.

- 705-2, Arthur Street sewer tie in with the town is in early stages but moving along in the process of planning. Will update as the project further develops.

5. New Business

- Change order to the balcony bracing project already voted on prior in old business.

6. Treasurer's Report

- Reviewed check registers
- Reviewed ACH debit card transaction

7. Fee Accountant Report

- Reviewed the cost comparative
- Reviewed the MMDT Summary Report

8. Executive Director Report

- Copies available upon request of FY21 and FY22 audits. They were completed in February 2023; we just received the reports recently. Prior years were not completed in a timely manner due to COVID as well as a changeover with 2 Executive Directors prior to new staff coming on board at the start of FY23.

- BHA's Performance Management Review (PMR) it was completed in July.
- AUP annual audit of FY23 has been completed, pending results.
- Occupancy Report: 667-1, 1 vacancy, 667-2 has three (3) vacancies. No other vacancies in any other program
- Maintenance Report: BHA has had to contract out some work to help cover the extensive number of turnovers we had all in a matter of 2 months. Some units had to be professionally cleaned before our maintenance could even begin work in the units.

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

- None

10. Meeting Closure

- Next meeting is September 12th, 2023 at Wrentham Manor at 6:00.
- Mr. Fitzpatrick motions to adjourn meeting, Mr. Paulhus seconds, all in favor, meeting adjourned at 6:23pm.