

**Bellingham Housing Authority – Meeting Minutes**  
**September 12, 2023 at Wrentham Manor**

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
- Edward Pelletier – Executive Director
- Cathy Vaillant – Administrative Assistant

The following members are not present:

- Christopher Remilard – Board Member

2. Approval of Minutes

- Mr. Fitzpatrick motions to approve June 13, 2023 minutes, Mr. Paulhus seconds, June 13, 2023 Minutes approved, all in favor, motion passes 4-0

- Mrs. Sacco motions to approve August 8, 2023 minutes, Mr. Fitzpatrick seconds, August 8, 2023 Minutes approved, all in favor, motion passes 4-0

3. Public Input

- None

4. Old Business

- 705-2, Arthur Street sewer tie in with the town is in early stages but moving along in the process of planning. The project is getting ready to go out to bid soon. Will update as the project further develops.

## 5. New Business

- BHA needs a board vote on the completion of final completion (CFC) for the Depot Court Balcony Bracing Project, FISH 025064. Mrs. Sacco motions to approve the CFC for the Balcony Bracing Project, Mr. Fitzpatrick seconds, CFC approved, all in favor, motion passes 4-0

## 6. Treasurer's Report

- Reviewed check registers

## 7. Fee Accountant Report

- Reviewed the cost comparative
- Reviewed the MMDT Summary Report
- Fee account Rich Conlon is retiring in 2 years and has merged with Marcum Accounting Firm and will overlap and work together over the next two (2) years to ensure a seamless transition, email attached for reference

## 8. Executive Director Report

- The replacement of the balconies and redoing of the hallways at Wrentham Manor (667-2) are in the design stage and expected to start at the beginning of next year
- Bathroom exhaust fans at both 667-1 & 667-2 are being coordinated with the RCAT representative to try and get this project on the schedule to be completed sooner than originally planned
- Occupancy Report: 667-2 has one (1) vacancy on a waiver thru 9/14/23, a waiver extension is going to be requested as BHA has received multiple denials and no responses to the offers given.
- Maintenance Report: Work orders being completed in a timely manner

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

- Reviewed the Center Street land email received from the State and conversations regarding trying to get more information on how to build on our land and road blocks we are trying to overcome and get more clarity on
- Mr. Paulhus and Mr. Fitzpatrick still both need to complete the Board Member training, but having technical issues with log in that are being handled and address with the help of our (HMS) Housing Management Specialist at EOHLC, formerly DHCD
- Next meeting is at Depot Court, though being moved to the 3<sup>rd</sup> Tuesday which is October 17, 2023 at 6pm. Mrs. Sacco motions to approve the board meeting be moved to October 17<sup>th</sup>, Mr. Fitzpatrick second motion, all in favor, motion passes 4-0

#### 10. Meeting Closure

- Next meeting is October 17<sup>th</sup>, 2023 at Depot Court at 6:00.
- Mr. Paulhus motions to adjourn meeting, Mrs. Sacco seconds, all in favor, meeting adjourned at 6:21pm.