

## **Bellingham Housing Authority – Meeting Minutes**

**September 13<sup>th</sup>, 2022 at Depot Court**

### **1. Meeting called to order at 6:00**

The following members present:

- Chris Remillard – Chairperson
- Randy Hall – Vice Chairman
- Ronald Paulhus – Assistant Treasurer – Via Phone Call
- Linda Cartier – Board Member
- Edward Pelletier – Executive Director
- Cathy Vaillant – Administrative Assistant
- Richard Conlon – Fee Accountant

The following members are not present:

- Debra Sacco – Treasurer

### **2. Approval of June and August Minutes**

- Mr. Hall motions to approve June, Mr. Remillard seconds, Mrs. Cartier votes Nay, motion passes 3-1

- Mrs. Cartier motions to approve August, Mr. Hall Seconds, all in favor, motion passes 4-0

### **3. Accountant's Report by Rich Conlon**

#### **FYE23 Budget Reorganization of Accounts**

- 3801 - Subsidy - \$2,000 increase needed for the septic pumping
- 4110 - Administrative Salaries - Increase on budget due to reorganizing and removing two part time positions and making it 1 full time
- 4190 - Sundry Admin Costs - \$1,000 increase on MRVP budget
- 4390 - Septic Pumping - \$2,000 increase for additional pumping due to major repair needed to the sewer ejector pump, see account 7540
- 4410 – Maintenance Salary – Decrease on the 400 budget due to reorganization of the maintenance position. Both positions are on the DLWD notification letter
- 4420 – Maintenance Materials – Decrease from \$27,246 to \$26,068 to partially fund the agency reorganization
- 4430 – Contract Costs – Decreased from \$47,730 to \$41,277 to partially fund the agency reorganization

- 4610 – Extraordinary Maintenance – Revised the line items to anticipated cost at the end of the FYE23
  - 23-1 Apt/House repairs increased \$10,000 to \$65,000
  - 23-3 Security/Web cost increased \$2,600 to \$5,000
  - 23-6 Consulting cost, per DHCD request, moved to contract costs
- 7540 – Betterment – Increase for the actual cost of the emergency sewer ejector pump repairs at the cost of \$12,600

Overall reserve for FYE23 should be at 65% reserve, Goal is reserve between 35% to 70%

- Mrs. Cartier motions to approve Budget Revision 1, Mr. Hall Seconds, all in favor, motion passes 4-0

#### 4. Public Input

- Review of anonymous letter from a tenant complaining about the newer tenants allowed who are under 60, now making living here unenjoyable. The board decided to table this discussion until next meeting so that BHA could post in every hallway, the public input to be discussed so those who wish to speak up may do so.

#### 5. Old Business

- Update on Center Street potential project – Discussed how Steve submitted plans to build 32 units, giving BHA 10 and keeping the rest for himself, town did not approve his plans. Also, the state would want him to pay prevailing wages.

#### 6. New Business

- Vote on collection losses from FYE22: (667-1) \$309, (705-1) \$867 and (667-1) \$178.52
- Mrs. Cartier motions to approve, Mr. Hall Seconds, all in favor, motion passes 4-0

#### 7. Treasurer's Report

- A/P Check Registers
- State Rental Voucher Program Requisition Monthly Report
- HAP Accounting Check Register

## 8. Executive Director Report

- FYE23 Budget Approved by DHCD after moving work item number 23-6, consulting fee of \$20,000

- Ed Pelletier has completed 8 courses required as the executive director
- Recertifications are at 98% completed, pending 3 packets, also changing future recerts so the new rent effective date is 1 April, which coincides with our accounting FY

- Auto pay for rent is running smooth, new people continue to sign up monthly
- Notified of AUP Audit due for FYE21 and FYE22, already in the budget
- The generator project is now delayed until October due to supply issue, pending generator coming in

- RCAT project of balcony bracing has begun planning stages at Depot Court
- Getting bids for Center Street deck updating project, already in the budget
- Getting bids for Arthur Street fence project (RCAT)
- Working with RCAT for repairs to driveway at Depot Court, sewer lines in 1-2 years at Wrentham Manor and the cesspool at Arthur Street, currently appears the driveway project may be delayed

- Occupancy Report: Arthur Street recently vacant on 16 August, almost complete with turnover, new tenant already verified and pending move in date

- Maintenance Report: Had to buy a new washer, cost was \$2,700. Work orders completed quickly. Patching and painting in community rooms complete at WM and DC. Painting with semi-gloss of exterior doors has been started at WM. Generator project has been started, cement laid, Parco gas to run the lines, electricians are getting ready.

- The stove top fire suppressions are in and to be replaced as time allows, already in the budget

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

- Housing Authority Website has had several updates made to it, we are continuing to bring it closer into compliance

## 10. Meeting Closure

- Next meeting is October 11<sup>th</sup>, 2022 at Wrentham Manor at 6:00.
- Mrs. Cartier motions to adjourn meeting, Mr. Hall seconds, all in favor, meeting adjourned at 6:40pm.