

## **Bellingham Housing Authority**

### **Meeting Minutes**

**October 8, 2019 held at 10 Deport Court**

**1. Mrs. Cartier calls meeting to order at 6:03 pm and reminds residents and board the meeting is being recorded.**

The following members present:

- Monique Bergeron, Executive Director
- Linda Cartier, Chairperson
- Debra Sacco, Treasurer
- Sandra Tracy, Assistant Treasurer
- Russell Anzivino Jr, Secretary

The following members not present:

- Joseph Hall, Vice-Chairperson

### **2. Approval of September 10, 2019 Minutes**

Mrs. Sacco motions to accept minutes and Mrs. Tracy seconds the motion. Mrs. Cartier requests all in favor, in which the board agrees. No one opposed.

### **3. Approval of September 16, 2019 Special Meeting Minutes**

Mrs. Cartier advises Russell the only edits needed on this set of minutes is to note that they were recorded. Mrs. Sacco motions to accept minutes and Mrs. Tracy seconds the motion. Mrs. Cartier requests all in favor, in which the board agrees. Mrs. Cartier advises motion carries.

### **4. Public Input – Mrs. Cartier opens up for questions/concerns to the public attendees**

Resident 1: Resident states she heard that the state determines who is allowed in as a resident for to Deport Court.

Mrs. Bergeron responds: The state does not decide anything on who is allowed into housing but there is a new, centralized, public housing waiting list. The state only provided the software and procedure for this new waiting list. Housing Authority still reviews background of applicants.

Resident 2: The new applicants the come in, can you ask them if they smoke?

Mrs. Bergeron responds: I am not allowed to ask them anything. I cannot discriminate or deny housing due to an applicant having a smoking habit.

Resident 3: What can you do/is being done if you can smell a resident smoking? What if you don't want to be a "whistle blower?"

Mrs. Bergeron responds: There is a designated smoking area. That is their alternative to smoking; it must happen in the smoking area. Mrs. Cartier and Mrs. Bergeron both advise that it is also written in their signed contract that they cannot smoke in their apartments. Resident 3 is concerned about being the "whistle blower" however if it is effecting your health, something should be said. Another option is to leave an anonymous note.

Mrs. Cartier asks if anyone else has anything to bring forward to the board in which there are no responses.

### **5. New Business – Resolution 2019-21 Approval of FY2020 HCV Payment Standards**

- Mrs. Bergeron advises this is a payment standard for the Housing Choice Voucher Program, also known as Section 8. It is discussed these rates are taken from the fair market to help determine rent. Mrs. Cartier asks if there is any discussion, Mrs. Tracy asks if this is something to discuss or not. It was advised these rates are more-or-less set in stone. Mrs. Sacco makes motion to accept and Mrs. Tracy seconds the motion. All in favor, board responds with "aye"

### **6. Treasurer's Report Period Ending September 30, 2019**

- Mrs. Bergeron advises nothing unusual for the month
- Mrs. Tracy asks about the Home Depot receipts in which Mrs. Bergeron advised there were a lot of vacancies and a new stove and refrigerator purchased. It is also discussed there are five vacancies, two in which had smokers in it.
- Mrs. Cartier asks if there are any questions, in which the board has none.

### **7. Accountant's Reports: Period Ending August 31, 2019**

- Solar credits are discussed. Due to the solar credits, electric costs are reduced.
- Mrs. Bergeron advises nothing unusual.
- Board has no questions

### **8. Executive Director's Report**

- Mrs. Bergeron discusses the pre-construction meeting for kitchen cabinet replacements at Wrentham Manor and advised once completed will move onto Depot Court. It is also discussed there are 15 replacements in total between Wrentham Manor and Depot Court.
- Mrs. Bergeron discusses that the Housing Authority is exempt from paying for the new FMLA as there is a plan employees are paying into.

- Mrs. Bergeron met with the Deputy Fire Chief to discuss fire alarm problems and repairs will begin on building 70's system.
- Mrs. Bergeron discusses the upcoming court hearings for residents who were smoking.
- Comparison of three different accountants is discussed. Some of the rates are too high but Mrs. Bergeron feels services provided by Fenton may be the best fit. It will be added to next month's meeting agenda for the board to review and decide.
- Mrs. Bergeron announces that Caitlin gave her notice. A new person was hired and Caitlin will train them for two weeks prior to her last day. The new person is being hired at the same hourly rate and amount of hours as Caitlin.
- Mrs. Bergeron presents a new draft of the Vehicle and Parking Policy. She advised she spoke with several other surrounding agencies who all advised they do not allow tenants to do anything to their cars on the property, including washing their vehicle, charging their batteries or vacuuming. Further review of the document, Mrs. Sacco advises of a couple spelling mistakes that will need to be changed for the final draft. A final draft will be presented at the next meeting for the board to review and vote on.

## **9. Other Business that may legally come Before the Board**

- Resident questioned the need for an accountant. Mrs. Bergeron is the book keeper of all financial documents which are then presented to the accountant to compile formal financial reports.
- Mrs. Cartier reviewed past minutes from February 2018 and confirmed that the prior Secretary/Scribe were hired at a yearly rate of \$1,200.00. The Secretary/Scribe is to be paid once monthly whether or not a meeting takes place. Additionally, should a second meeting in one month take place, no additional compensation will be given. This review was due to follow up from the last meeting where it was discussed if the Secretary/Scribe is paid per meeting, or per a yearly stipend.

## **10. Meeting Closure**

- Next meeting will be November 12, 2019 at Wrentham Manor. Mrs. Cartier announces meeting is closed. Mrs. Sacco motions for meeting to be adjourned, Mrs. Tracy seconds the motion. All in favor and the board responds "aye."