

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

**October 11<sup>th</sup>, 2022 at Wrentham Manor**

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

The following members present:

- Debra Sacco – Treasurer
- Ronald Paulhus – Assistant Treasurer
- Linda Cartier – Board Member
- Edward Pelletier – Executive Director
- Cathy Vaillant – Administrative Assistant

The following members are not present:

- Chris Remillard – Chairperson
- Randy Hall – Vice Chairperson

### **2a. Approval of September 13<sup>th</sup>, 2022 Minutes**

- Mrs. Cartier motions to approve September 13<sup>th</sup>, Mr. Paulhus seconds, Minutes approved upon changes made to note who was only present via a phone call. All in favor, motion passes 3-0

### **2b. Approval of September 22<sup>nd</sup>, 2022 Emergency Minutes**

- Mrs. Cartier motions to approve September 22<sup>nd</sup>, Mr. Paulhus seconds, Minutes approved upon changes made to note who was only present via a phone call. All in favor, motion passes 3-0

### **3. Public Input**

- Review of anonymous letter from a tenant complaining about noise, unauthorized guests, common grounds area abuse and drugs. Mr. Pelletier stated BHA was aware of the issues and is working on them and in communication with the lawyer to work on properly handling it. No tenants present spoke on the matter.

- Tenant spoke about guests with large dogs, how he feels guests shouldn't be allowed to just show up with dogs as they want. He also made mention of the dumpsters being filled with belongings to a 705 property being cleared. In the future if there is that much trash the BHA will consider paying for a dumpster. Complained about loud noises above, too many guests and the BHA will look into updating policies about guests and dogs.

#### 4. Old Business

- Board members were provided a sheet listing all the Paid Time Off (PTO) for the staff members of the Housing Authority as a whole, as legal advice stated that “it is not in the Board’s job description/role to request, receive, or review that kind of information.” Mr. Pelletier did confirm that we are tracking PTO and will ensure that end of year carry over will not exceed the allowed amount.

#### 5. New Business

- Capital Improvement Plan (CIP) reviewed, Mrs. Cartier motions to approve, Mr. Paulhus seconds, all in favor, motion passes 3-0

- BHA requested a debit card to be able to have access to funds in cases of emergencies or when needing to purchase something from a vendor who requires payment up front. Board stated there was a credit card policy that allowed for one thru dean bank with a limit. BHA needs to look for the policy and will readdress it next month, also Mrs. Sacco stated she didn’t have an issue allowing the policy to be for a debit card vs credit card as Rich Conlon is strongly against a credit card.

- Phone messaging system has been updated with current hours to reflect the website hours.

#### 6. Treasurer’s Report

- Reviewed all the check registers for the month.

#### 7. Fee Accountant Report

- Review of the cost comparative and the MMDT Summary Report.

#### 8. Executive Director Report

- Review of the CIP - was already voted on.
- Revised budget update is waiting on the Finance Department at DHCD.
- Generator project at Depot Court is still delayed pending the generator coming in, everything else is ready to go on the project.
- In the process on getting quotes for the deck at Center Street and fence at Arthur St.
- Balcony Bracing (RCAT) at Depot Court is pending, waiting on the state to bring in an engineer.
- Occupancy Report: No Vacancies
- Maintenance Report: WM has several walkway panels that will be replaced starting the week of 17 October. All other work orders are being completed in a timely manner.

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

- None

10. Meeting Closure

- Next meeting is November 8th, 2022 at Depot Court at 6:00.

- Mrs. Cartier motions to adjourn meeting, Mr. Paulhus seconds, all in favor, meeting adjourned at 6:45pm.