

**Bellingham Housing Authority - Meeting Minutes**  
**October 13, 2020 – virtually via ZOOM**

1. Mrs. Cartier calls the meeting to order at 6:06 and takes a moment of silence to recognize the passing of board member, Joseph Fluette.

The following members present:

- Monique Bergeron, Executive Director
- Linda Cartier, Chairperson
- Debra Sacco, Vice-Chairperson
- Sandra Tracy, Treasurer
- Randy Hall, Assistant Treasurer
- Russell Anzivino, Recording Secretary

2. Approval of August 11, 2020 minutes

- Mrs. Sacco motions to accept; Mrs. Tracy and Mr. Hall second; all in favor.

3. Public Input

- None

4. New Business

A) Resolution 2020-16 Fiscal Year End March 31, 2020 Certifications – worksheets come from DHCD website. Nothing changed. Same every year. Information at end of worksheets is from Mr. Conlon. Mrs. Sacco makes motion to approve; Mrs. Tracy seconds; discussion: Mrs. Tracy asks for some clarification on different line items. Mrs. Bergeron advises anything with \$0 is not applicable to them. Mrs. Bergeron goes onto states the “Balance Sheet” is for assets to equal liabilities in which they do. Following that is the quarterly operating statement. Mr. Hall questions the first page on line 62 where it shows a possible -\$217,000 deficit. Mrs. Bergeron is unsure why. Mrs. Cartier requests that this resolution be tabled until clarification with Mr. Conlon. Mrs. Sacco makes motion to table resolution; Mr. Hall seconds.

B) Resolution 2020-17 2021 Housing Choice Voucher Fair Market Rents/Payment Standards. Rates set forth – more so meant to be informative. Mr. Hall notes a spelling mistake on the second page. Mrs. Sacco makes motion to accept; Mrs. Tracey seconds; no further discussion; all in favor.

C) Resolution 2020-18 Pre-Authorized Payments Policy Amendment - automatic rent policy where residents can automatically have their rent payment automatically taken from their bank accounts. Rents will be taken out automatically each week, except the fifth week. Mrs. Sacco makes motion to accept; Mrs. Tracy seconds; Mrs. Tracy confirms if this will mess up or cause confusion on bookkeeping in which Mrs. Bergeron states it will not. Mrs. Bergeron will reach out to the bank to set up the correct scheduled withdrawals. All in favor; motion carries.

D) Resolution 2020-19 Capital Improvement Plan FY 2024-2025: Not much has been added. Some balconies and interior hallway repairs along with bathroom exhaust fans being added. Not a lot being added due to high costs of generator and fire alarm system upgrades.

Mrs. Sacco and Mrs. Tracy concerned about waiting to do bathroom fans but Mrs. Bergeron states the mold issue is not “black mold.” Mr. Hall makes motion to accept; Mrs. Sacco seconds; all in favor.

E) Presentation of Annual Plan: public meeting more than likely no one will show up or question anything. No voting required as parts were already voted on. Informative only.

5. Treasurer’s Report period ending August 31, 2020 and September 30, 2020

- Mrs. Sacco questions payroll and having three maintenance people. Mrs. Bergeron advised there are two full-time maintenance people and one part-timer was hired back to help catch up on the backlog of vacancies. Mrs. Sacco asked if the money is in the budget for this and Mrs. Bergeron advised it’s cheaper to hire a part-time worker as opposed to a vendor. Mrs. Sacco asks about Shania’s rate – Mrs. Bergeron advised it has been her rate since she started but then further discussed that it’s due to a raise that the board approved on. It is discussed Heidi is making the state’s minimum wage. Shania works 17 hours and Heidi works 10 hours. Mrs. Cartier asks where in the budget the money comes from to pay Mr. Recore? Mrs. Sacco asks to put him under as a Contractor. Mrs. Bergeron states she could if Mr. Recore agrees to that but then he would also need to have liability insurance. Mrs. Bergeron states they are within budget having Mr. Recore’s expense. If the line item in the budget is not entirely used for contractor, it can be moved into the budget for maintenance salary. Mrs. Cartier asks about maintenance’s contracts in which Mrs. Bergeron states there is no settlement on their contract yet. Mrs. Tracy questions The Lodge at Foxboro and if it is new. Mrs. Bergeron states it is not new. Franklin Park Apartments are also not new. Mrs. Cartier asks who KP Law PC is. Mrs. Bergeron states it is the Attorney for the maintenance contract. Mrs. Sacco questions the costs for postage and Mrs. Bergeron states it is reflective of how many vacancies they have and how much paperwork she needs to mail out for them. Mrs. Cartier asks if there are any further questions in which there are none.

6. Accountant’s Reports: Period ending July 31, 2020 and August 31, 2020

- None

7. Executive Director’s Report

- Weekly Bellingham Emergency Team meetings – no additional deaths leaving death rate at twelve

- Monthly meetings for DHCD and HUD

- Mrs. Bergeron attended violence against women training

- Follow up inspections for fire alarms and kitchen cabinets

- Submitted data info collection (tenant incomes, ethnicity, etc)

- As of the end of September, two vacancies at Wrentham Manor, anticipated vacancy at Center Street.

- Opened Community Rooms w/ limited access

- Tenants Accounts Receivable coming down slowly

- Time Off Report – Mrs. Tracy questions Ed being out sick a lot – Mrs. Bergeron confirmed this is correct. Will double check as it appears some of his days off duplicated or may list the incorrect date. Mrs. Sacco questions the amount of hours on 8/26.

- Mrs. Cartier asks for further questions in which the board does not have any.

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

- None

9. Meeting Closure

- Mrs. Cartier announces next meeting is 11/10/2020 via Zoom

- Mrs. Sacco makes motion to adjourn; Mrs. Tracy seconds; meeting adjourned.