

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

### **October 17, 2023 at Depot Court**

#### **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
- Christopher Remillard – Board Member
- Edward Pelletier – Executive Director
- Cathy Vaillant – Administrative Assistant

#### **2. Approval of Minutes**

- Mrs. Sacco motions to approve September 12, 2023 minutes, Mr. Paulhus seconds, September 12, 2023 Minutes approved, all in favor, motion passes 5-0

#### **3. Public Input**

- Tenants request staff start coming back to Depot Court on a more regular basis.

#### **4. Old Business**

- 705-2, Arthur Street sewer tie in with the town is pending approval with Engineers, The project is getting ready to go out to bid soon. Will update as the project further develops.
- Fee Accountant still in transition/merger with Marcum Accounting firm so no cost comparatives will be available

#### **5. New Business**

- BHA needs a board vote to move forward with the Annual Plan for Fiscal Year 2025, which will happen on December 12, 2023. Mr. Remillard motions to move forward with the Annual Plan for Fiscal Year 2025, Mr. Fitzpatrick seconds, move forward with the Annual Plan for Fiscal Year 2025 approved, all in favor, motion passes 5-0
- Tenant handbook has been updated and after review a few slight corrections are to be made, but otherwise call a board vote to approve the new tenant handbook. Mr. Remillard motions to approve the new tenant handbook, Mr. Paulhus seconds, the new tenant handbook approved, all in favor, motion passes 5-0

## 6. Treasurer's Report

- Reviewed check registers
- Reviewed ACH Debit Card Transactions
- Board to vote on amending the check signing policy. First it is agreed that the current check signing policy will be emailed to all board members for review and board vote needed to table this discussion until next month after the policy can be reviewed. Mr. Remillard motions to table the changing of check signing policy until December, Mr. Fitzpatrick seconds, check signing policy tabled until December is approved, all in favor, motion tabled 5-0

## 7. Fee Accountant Report

- Cost Comparatives not available, should have several months' worth next meeting

## 8. Executive Director Report

- The state is offering a Mini Split / Heat Source Pump Cleaning Program which we signed up for, waiting to hear back about scheduling
- Occupancy Report: No Vacancies in any program
- Maintenance Report: Work orders being completed in a timely manner; Gutters at all properties have been cleaned and any repairs being needed such as vent pipers were noted and repaired already; General fall clean up is underway

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

- Board vote needed to finalize FISH Project 025064 CFC, Certificate of Final Completion on the generator project. Mr. Remillard motions to approve the CFC, Mr. Fitzpatrick seconds, approval of CFC approved, all in favor, motion passes 5-0

- Due to Edward Pelletier being on vacation in November and with the holiday, Mr. Remillard motions to skip a November board meeting and have the next one be December 12, 2023, Mrs. Sacco seconds, skipping a November board meeting approved, all in favor, motion passes 5-0

## 10. Meeting Closure

- Next meeting is December 12<sup>th</sup>, 2023 at Wrentham Manor at 6:00.
- Mr. Remillard motions to adjourn meeting, Mr. Paulhus seconds, all in favor, meeting adjourned at 6:23pm.