

**Bellingham Housing Authority - Meeting Minutes**  
**November 12, 2019 at 10 Wrentham Manor**

**1. Mrs. Cartier calls meeting to order at 6:01 pm and reminds residents and board the meeting is being recorded.**

The following members present:

- Monique Bergeron, Executive Director
- Linda Cartier, Chairperson
- Joseph Hall, Vice-Chairperson
- Debra Sacco, Treasurer
- Sandra Tracy, Assistant Treasurer
- Russell Anzivino Jr, Secretary
- Shania Salvas; Secretary to Executive Director

**2. Approval of October 8, 2019 minutes**

- Mrs. Sacco makes a motion to approve the minutes from October 8, 2019. Mrs. Tracy seconds the motion. No discussion. All in favor.

**3. Public Input**

- None

**4. Correspondences**

- Public Housing Notice 2019-21 LHA Executive Director Salary and Qualifications Schedule
- Public Housing Notice 2019-22 FY2020 LHA Budget Guidelines and Addendum
- Public Housing Notice 2019-23 Regional Capital Assistance Team (RCAT) Advisory Board Elections  
Mrs. Cartier is interested to join. Mrs. Sacco nominates Mrs. Cartier; Mr. Hall seconds the nomination. All in favor. None opposed.
- FISH #025061 667-1 & 667-2 Fire Alarm System Upgrades Emergency Reserve Notice  
Mrs. Bergeron advises this is an estimate of upgrades and repairs of \$418,000. Bellingham Housing Authority to contribute \$131,892 towards the repairs/upgrades. \$54,000 comes from Formula Funding and the remaining balance is covered from the DHCD emergency reserves.
- Email: Property Insurance Renewal Potential Increase  
Potential increase of the deductible

**5. New Business**

- Resolution 2019-22 Approval of Substantial Completion FISH 025058 667-1 Walkway Replacement Phase II

Mr. Hall makes motion to accept; Mrs. Sacco seconds the motion; All in favor;  
None opposed

- Resolution 2019-23 Approval of Final Completion FISH 025058 667-1 Walkway Replacement Phase II

\$22,320; Mr. Hall makes motion to approve; Mrs. Sacco seconds motion; no discussion; all in favor

- Resolution 2019-24 Approval of Work Order Scope of Services and Payment for Services FISH #025061 667-1 & 667-2 Fire Alarm System Upgrades

This is the actual scope of work proposed. Two options proposed – one being to add underground wiring to the current system and the second option is to give each building their own panel. However, option 2 will lead to a future expense of monitoring fees. Engineer called Mrs. Bergeron and suggested fiber optics which already is already existent therefore the option may to have this proposed work be done via fiber optics which will actually save money. Mrs. Sacco makes motion to accept; Mrs. Tracy seconds motion; all in favor.

- Resolution 2019-25 State-aided Capital Improvement Plan FY2023-2024 (and addendum to FY2021-2022)

2020 – most completed

2021 – parking lot expansion

2022 – nothing due to fire alarm projects

2023 – balcony bracing, drainage to wells at Depot Court, site lighting,

2024 – six handicap accessible units that are not ADA compliant due to their bathrooms/bathtubs

Mr. Hall makes motion to accept; Mrs. Sacco seconds motion; no discussion; all in favor.

## 6. Old Business

- Resolution 2019-26 Vehicle and Parking Policy Amendment

Mr. Hall makes motion to accept; Mrs. Sacco seconds motion; Discussion: Mrs. Cartier questions if vehicles have to have MA license plates, which the policy does state they do. All in favor. Motion carries.

- Discussion: Accounting Services  
Tabled until next meeting

## 7. Treasurer's Report: Period Ending October 31, 2019

- Discussion of reports. Nothing out of the ordinary. Discussion of Franklin Lock and Safe – this is due to changing locks on multiple units

## 8. Accountant's Reports: Period ending September 30, 2019

- Mrs. Tracy questions the solar credits. Mrs. Bergeron and Mrs. Sacco discuss the math on how the credits/what is actually paid for are configured.

## 9. Executive Director Report

- A) Tenant's Accounts Receivable Report – 8 vacancies but working on filling them; no other issues.
- B) Employee Time Report – no issues – Mrs. Bergeron taking more time off during Thanksgiving
- C) Work Order Report – only two outstanding for the month. This current report was not 100% accurate as most of the information was missing from the computer. Will need to review printed copies.

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

- None

11. Meeting Closure

- It is discussed next meeting will be December 10, 2019 at 10 Depot Court.
- Mrs. Cartier requests for a motion to adjourn meeting.
- Mr. Hall makes motion to adjourn meeting; Mrs. Tracy seconds motion. No discussion. All in favor. Meeting adjourned.