

Bellingham Housing Authority - Meeting Minutes
December 8, 2020 – virtually via ZOOM

1. Mrs. Cartier calls the meeting to order.

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 October 13, 2020 Amended Meeting Minutes – Mr. Hall motions to accept; Mrs. Cartier seconds; all in favor; no discussion.

3. Approval of October 29, 2020 Special Meeting Minutes – Mrs. Sacco motions to accept; Mr. Hall seconds; all in favor; Mrs. Cartier asks if it is okay for Mr. Hall to make motion on the minutes since he was not at the meeting. Mrs. Bergeron advised it is okay as this is not a vote on anything relevant.

4. Approval of the November 10, 2020 Minutes – Mr. Hall motions to accept; Mrs. Sacco seconds; all in favor; no discussion.

5. Public Input – no public present

6. Public Input – Bellingham Housing Authority Annual Plan – Mrs. Cartier asks if this needs to be voted on or not. Mrs. Bergeron advised that she does not believe so. She also does not have access to that particular site now to check. She stated if wanted to, the board can vote to accept the annual plan as is. Mr. Hall makes motion to accept; Mrs. Tracy seconds; all in favor; motion carries.

7. Treasurer's Report period ending November 30, 2020

- Mrs. Bergeron states the DHCD funding for 2024 fiscal year was approved in the amount of \$145,475.

- Mrs. Bergeron also states nothing too out of the ordinary.

- Mrs. Cartier asks how many hours Heidi is working – Mrs. Bergeron advised 17.

- Mrs. Cartier also asks that Mrs. Bergeron emails the town to update their website with the most updated minutes as the last ones posted were from August. The secretary information needs to be updated as well.

- It is discussed Shania may come back on Saturday's for about four hours. Mrs. Tracy asks if someone will be hired to take Shania's hours and Mrs. Bergeron states due to hiring a company to help with some of the paperwork, she wants to see how well it works out before hiring another secretary. It is discussed 27 hours total are allowed for a secretary; one person at 17 and one person at 10. If Heidi took on more hours than the 17 then she would be entitled to benefits.

8. Accountant's Reports: Period ending October 31, 2020

- Mrs. Sacco questions variance on rent income being around \$26,000. Mrs. Bergeron states it is not all rent. Mrs. Bergeron states it is only \$406 worth of rent. Mer. Bergeron will ask accountant reasoning for such an overall variance.

- Mrs. Cartier questions the "income loss" and what is included under this. It is discusses that the number in the bracket is what the budgeted loss was but we are actually ahead of what was budgeted for. Usually there is no money made in the two rental assistance programs. A little bit of money can be made in Section 8 program under administrative fees.

9. Executive Director's Report

- Not too much going on

- Working on three vacancies – one at Wrentham Manor that was offered to an applicant who refused it, another unit at Wrentham Manor was ready to go but then a toilet leaked so then the bathroom floor needed to be replaced, and the last vacancy is in Deport Court which is a transfer vacancy

- Two residents at Wrentham Manor with COVID and one at Deport Court

- Center Street resident moving out. Will be vacant for December.

- Arthur Street has resident.

- Tennant Accounts Receivable is down but up. Mrs. Bergeron was out with COVID, secretary did not know to process deposits. Working on procedure for when Mrs. Bergeron is not in the office so what needs to be done will still get done.

- Mrs. Bergeron taking time off in the month of December

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

- None

11. Meeting Closure

- Next meeting will be January 12, 2021

- Mrs. Sacco makes motion to close meeting; Mrs. Tracy seconds; no discussion; all in favor; motion carries. Meeting closed.