

Bellingham Housing Authority - Meeting Minutes
August 11, 2020 – virtually via ZOOM

1. Mrs. Sacco calls meeting to order at 6:05 pm and reminds board members and public attendees that the meeting is being recorded.

The following members present:

- Monique Bergeron, Executive Director
- Debra Sacco, Vice-Chairperson
- Sandra Tracy, Treasurer
- Randy Hall, Assistant Treasurer
- Joseph Fleurette, Board Member

The following members not present during meeting:

- Linda Cartier, Chairperson
- Russell Anzivino, Recording Secretary

2. Approval of July 14, 2020 minutes

- Mrs. Tracy makes motion to accept minutes; Mr. Hall seconds the motion; no discussion; all in favor.

3. Public Input

- Board member Mr. Fleurette asks if the next time there is a power outage for a long period of time, can Shania come and knock on doors as well-being check. Mrs. Bergeron advised that can be done. Mrs. Tracy asks about a generator in which Mrs. Bergeron states there is only one for the community room at Wrentham Manor and still working on getting one for Depot Court. Mrs. Tracy questions what residents do if they are on oxygen and the power goes out. Mrs. Bergeron stated that most have portable bottles that they can use that don't require electricity. Another option is the resident would need to go to someone's house or even use the community room, however now is difficult due to COVID restrictions forcing the Community Room to be closed.

- Second resident asks when the community room will open. Mrs. Bergeron advises they technically are open but they cannot allow residents in as due to the size of the room, only 7 people can be in there at a time, must maintain six feet apart, nothing can be touched as it would then be required to be cleaned, and no food or drink would be allowed. Mrs. Bergeron states the room would need to be cleaned to state guidelines. Mrs. Sacco asks which phase would allow the room to reopen where Mrs. Bergeron advised phase 4. Mrs. Tracy advises she thinks phase 4 won't happen until there is a vaccine. Mr. Hall confirms phase 4 will not begin until vaccine is available. Residents concerned as they might not get the vaccine. Mrs. Tracy advises they will not need to get the vaccine, it is just a requirement that a vaccine be available in order to move into phase 4.

4. Correspondence

a. Executive Director Contract Review - DHCD wanted to outright deny contract. Mrs. Bergeron spoke with the Housing Manager Specialist who requested additional documents that Mrs. Bergeron then provided her. Mrs. Bergeron discusses the documents provided which has

three points – the salary is okay, the cover sheet will be resigned, and the third concern that the DHCD has Mrs. Bergeron not in agreement with. It is a negotiated contract and DHCD should not demand certain criteria with the BHS Personal Policy. BHA Personal Policy awards two half days and does not award the day after thanksgiving, where as DHCD is recommending these be used as personal days. In 2016 “new” personal policy was presented to old housing management and no response was ever received. No response back from Lisa or Laura Taylor in regards to current contract concerns. Contract is on hold until approval back on DHCD personal policy. A legal signed contract with the board exists so this is not too much of a concern for Mrs. Bergeron. Hopeful there is a response from DHCD by next meeting and then further discussion will continue. Mrs. Bergeron states this has been the 4th year of ongoing contract discussion.

5. New Business

A) Resolution 2020-11 Write off Tenant Accounts receivable – Mrs. Tracy makes motion to accept; Mr. Fleurette seconds; discussion: Mr. Hall asks if this is similar numbers to last time and Mrs. Bergeron advises yes. Mrs. Bergeron advises the evicted tenant charges are related to storage/moving/sheriff charges. All in favor. Mrs. Bergeron advises will have to have Mrs. Cartier come in and sign write-off form.

B) Resolution 2020-12 Write off Massachusetts Rental Voucher Program Accounts Receivable – Mrs. Tracy makes motion to accept; Mr. Hall seconds; discussion: Mrs. Sacco asks if this means the resident left the program? Mrs. Bergeron advises that one resident totally left program and the other claims she is part of a second program. Even if these debts get written off, BHA can still pursue the debt in small claims court. All in favor.

C) Resolution 2020-13 Write off Housing Choice Voucher Accounts Receivable – Mrs. Tracy makes motion to accept; Mr. Hall seconds; discussion: Mrs. Tracy questions what program this is and Mrs. Bergeron advises it is “section 8.” All in favor.

D) Resolution 2020-14 Approval of Work Order Scope of Services and Payment for Services FISH#025060 667-1 Community Room Emergency Generator – Mrs. Tracy motions to accept; Mr. Hall seconds; Discussion: Mrs. Sacco questions the date on the document as October 24, 2019 and if this is for Depot or Wrentham. Mrs. Bergeron acknowledges the date and advises it is for Depot Court. It is discussed once this is approved, generator will be installed for community room only at Depot Court. Mrs. Sacco asks how long it takes to install and Mrs. Bergeron advises 60-90 days. The only long term project currently is the fire alarm panels. Mr. Hall questions how many bids were accepted for the project and Mrs. Bergeron advises she would have to check as she was unsure. All in favor. None opposed.

E) Resolution 2020-15 Community Space Policy – Draft – Mrs. Bergeron requests this be tabled as the draft is very much a draft and needs to still be revised before being presented to the board. Will be re-presented at next meeting. Mr. Hall makes motion to table until next meeting; Mr. Fleurette seconds the motion; discussion: none; all in favor.

6. Treasurer’s Report period ending July 31, 2020

- Mr. Hall asks if anything stood out on report or out of the ordinary – Mrs. Bergeron advises nothing out of the ordinary. Mrs. Bergeron states Workers Comp. Insurance was paid for the next year which was about \$5,000. Mrs. Sacco questions what the Hampden Technologies Inc are – Mrs. Bergeron advises it’s the software used for the Housing Authority and the charge for the software comes quarterly.

- Mrs. Tracy questions payroll – what is the “pager” line? Mrs. Bergeron advises it is the on-call cell phone. It rotates each week between employees. If employee is called in, they get a minimal of one hour worth of overtime. Mrs. Tracy questions that the overtime looks more than the hourly rate and Mrs. Sacco states it is due to the time and a half pay for the overtime rate.

7. Accountant’s Report: Period ending June 30, 2020

- Overall looks good
- Mrs. Tracy questions the fraud recovery – Mrs. Bergeron advises this is due to when tenants don’t report changes to their income and when discovered, housing authority is entitled to 50% and the other half goes back to DHCD of HUD.
- No further questions/discussion.

8. Executive Director’s Report

- Nothing exciting except vacancy rates – one resident moved out in middle of the night, one tenant abandoned their unit.
- A lot of meetings and online training
- Tenants Accounts Receivable finally coming down – Mr. Hall asked what changed to cause this and Mrs. Bergeron advised due to people moving out. Also, residents are simply paying what they owe.
- Time off report is for Mrs. Cartier who was not present at meeting
- “Robert’s Rules of Order” included for review
- Emergency Contact Information and vendor information included – all confidential but important to have. All up to date.
- No further discussion/questions.

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

- none

10. Meeting Closure

- Next meeting is September 8, 2020
- Location TBA- most likely virtually via ZOOM call
- Mrs. Sacco requests motion to adjourn meeting at 6:38; Mrs. Tracy makes motion; Mr. Hall seconds the motion; all in favor; meeting declared over.