

**Bellingham Housing Authority - Meeting Minutes**  
**February 11, 2020 at 10 Wrentham Manor**

**1. Mrs. Cartier calls meeting to order at 5:59 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

2. Approval of the January 14, 2020 Minutes

- Mr. Hall makes motion to accept; Mrs. Sacco seconds; all in favor.

3. Public Input

- Discussion with Executive Director Secretary Shania that she may be leaving her position. No further discussion and no public input.

4. New Business

A) Resolution 2020-02 Final Completion FISH# 025048 667-1/667-2 Fire Alarm Panels Upgrade – Mr. Hall makes motion to accept; Mrs. Tracy seconds; no discussion; all in favor.

B) Resolution 2020-03 FY2021 State-aided Public Housing 400-01 Budget Approval - Mrs. Sacco makes motion to accept; Mr. Hall seconds; Discussion: Richard Conlon discusses budget. Non-utility budget increases 10% allowing for \$435,684. Three exemptions added to budget for fire insurance, retirement, medical insurance retirees adding \$39,977 to budget. Utilities are also included in budget. It's discussed that every housing authority is getting an additional \$5,000 in technology funding along with an additional \$24,600 in the form of a health and safety grant. Additionally another subsidy for \$65,489 is added. Total subsidy request for next year is \$95,079. Executive Director salary is discussed – new suggested director salary is \$86,531. The board does get to choose if they accept the new salary for the Executive Director but it is recommended by Mr. Conlon that it is accepted. No increase in maintenance salary. No legal fees; travel fees (for training), accounting fee and audit fee all remain the same. State Fire Insurance is increasing. Group Insurance has gone down. Normal amount of money is allotted for house repairs and landscaping. \$8,600 for security cameras; \$16,000 for automatic door openers; \$20,000 to replace a deck. Budget allows for washer and dryers, kitchen appliances, and a new office copier. Light poles will be

replaced as well. With budget in place, there should be a \$66,000 profit. All are in favor to discussion – none opposed. Motion carried.

C) Resolution 2020-04 FY2021 Massachusetts Rental Voucher Program Budget Approval – Mr. Hall makes motion to accept; Mrs. Sacco seconds; no discussion (previously discussed); all in favor; motion carries.

D) Resolution 2020-05 FY2021 Federal Housing Choice Voucher Budget Approval – Mrs. Sacco motions to accept; no discussion; all in favor.

E) Executive Director Evaluation – evaluations are passed in. Mrs. Sacco discusses that she feels Mrs. Bergeron is going a great job.

F) Executive Director Contract Approval – Conversation: rejected in 2018 and has yet to be fixed. Rejections to sick time – there is a cap to the amount of sick time accumulated. Board also voted that vacation time needs to be used by a certain time. Contract is changed to take out \$4,000 cap in sick time. Termination from DHCD is removed from contract as DHCD is not a party to the contract – DHCD cannot terminate but they can advise the board to terminate. Mrs. Sacco makes a motion to approve; Mr. Hall seconds the motion; all in favor; motion carries.

5. Treasurer's Report period ending January 31, 2020

- No conversation – all looks good.

6. Accountant's Reports: Period Ending December 31, 2019

- Dwelling rents reduced – some tenants who left were paying high rents.

7. Executive Directors Report

- Tenants will pay for the cleaning if evidence is found of them smoking. Major jump in the rent that is overdue and non-repayment. No other major issues.

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

- Mrs. Cartier address that resident advised her of a letter that was given to maintenance to give to the board. Mrs. Cartier asked for this letter and Mrs. Bergeron advised she spoke with the resident about the letter as the topic was not appropriate for the board as it is a request for reasonable accommodation. Mrs. Bergeron advised what she is requesting is in the budget and proper procedure to request it. Mrs. Cartier asked that should communications, such as this letter come from tenants, that the board be notified as well.

Mrs. Cartier also discusses setting up possible committee for residents/tenants to go to for concerns or to “chat” if needed.

#### 9. Approval of January 14, 2019 Executive Session Minutes

- Mr. Hall makes motion to go into executive session; Mrs. Sacco seconds; all in favor.

- Mrs. Cartier makes motion to approve; Mr. Hall makes motion to accept with the edit of the date being changed to 2020 not 2010; Mrs. Sacco seconds with the note that her name is spelt incorrectly at the bottom of the minutes and needs to be corrected; all in favor.

Mr. Hall makes motion to end executive session Mrs. Sacco seconds; all in favor.

#### 10. Meeting Closure

- Next meeting is March 10, 2020, at 10 Depot Court.

- Mrs. Sacco makes motion to adjourn meeting; Mr. Hall seconds; no discussion; meeting adjourned.