

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
- Richard Conlon – Accountant

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; Mr. Hall seconds; 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-payment. 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.

Bellingham Housing Authority

Date: _____

Time: _____

Motion to Enter into Executive Session in order to:

- (1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. A public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights:
 - i. to be present at such executive session during deliberations which involve that individual;
 - ii. to have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session;
 - iii. to speak on his own behalf; and
 - iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at the individual's expense.

The rights of an individual set forth in this paragraph are in addition to the rights that he may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements and the exercise or non-exercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual.

- (2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
- (3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
- (4) To discuss the deployment of security personnel or devices, or strategies with respect thereto;
- (5) To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
- (6) To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;
- (7) To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;
- (8) To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;
- (9) To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:
 - i. any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and

- ii. no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session; or
- (10) To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

Record roll call vote of each member:

The meeting will reconvene in open session: _____ Yes _____ No

Effective May 13, 2014