

**Bellingham Housing Authority - Meeting Minutes**  
**January 14, 2010 at 10 Depot Court**

**1. Mrs. Cartier calls meeting to order at 5:58 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 November 12, 2019 Minutes**

- Mrs. Sacco makes motion to accept the minutes from November 12, 2019
- Mrs. Tracy seconds the motion
- Discussion – Mrs. Cartier wants the minutes to reflect that the board has met Housing Authority new Secretary, Shania, at the meeting on November 12, 2019.
- Mrs. Cartier discusses that Resolution 2019-23 Approval of Final Completion FISH 025058 667-1 needs to be updated
- Mrs. Cartier advises that on Resolution 2019-24 there was a discussion and that needs to be reflected in minute notes.
- Secretary Anzivino understands and will update minute meeting notes to reflect changes.
- Mrs. Cartier requests motion to be made to accept the minutes with the changes. Mrs. Sacco motions to accept the minutes with those changes and Mrs. Tracy seconds the motion. All in favor. Motion carries.

**3. Public Input**

- Resident 1 is concerned with people not parking in their correct spots. It is discussed that Mrs. Bergeron is aware and working on the problem. There are parking tickets that Monique places on vehicles in the wrong spot; second offense is sticky tickets that are difficult to get off; third offense the vehicle is towed. Offenders are mostly visitors. Each parking spot with a number is for resident parking. Signs are posted advising the same.
- Resident 2 is concerned with people smoking and smoking in their cars on the property. Monique advises it's not allowed as the cars are too close to buildings and the smoke could be brought into the buildings. Resident questions if the person is in their car and leaving the parking lot and lights a cigarette at they do so; Mrs. Bergeron advises this is okay.
- Mrs. Cartier asks Mrs. Bergeron about progress with units who are smoking. Two units in Wrentham Manor advised they are smoking. Mrs. Bergeron states she will move forward with the necessary steps to resolve this problem.

**4. Treasurer's Report**

- November and December reports are reviewed
- Mrs. Cartier asks Monique if taking paid time off – Monique advised she is taking time

- Couple large expenses in December – one is for \$22,000 for the paving company for side-walks, another large expense is for half of the kitchens (\$66,000), and third large expense is for property insurance for \$5,498.
- Mrs. Sacco questions the financial payment to employee Waters – she was hired to help Mrs. Bergeron however it did not work out.
- Mrs. Bergeron states her secretary Shania is still working for her and is doing great.

#### 5. Accountant's Report

- Accountant will be at February meeting to create budget. If anything needs to be addressed with the budget, let Mrs. Bergeron know.
- Discussion on Arthur Street to be good; Center Street requires Mrs. Bergeron to go back to court.
- No other questions or concerns

#### 6. Executive Director Report

- As of 12/31 – 6 vacancies – 2 or 3 already leased and tenant moving in within the week
- Only one unit of the vacancies has smoke cleaning required – used Lysol “smell bomb” to help. Unit is okay now. Cabinets in all units are done as well.
- Resolution 2020-01 Approval of Final Completion – FISH# 025057 667-1 & 667-2 Kitchen Cabinet and Counter Replacement Modernization. Mrs. Cartier requests a motion to accept this resolution – Mr. Hall makes motion to accept; Mrs. Sacco seconds the motion. No discussion. All in favor. Motion carries.
- Work Order Report is still being worked on – report not provided at meeting.
- Mrs. Cartier asks on the “money owed.” Mrs. Bergeron advised people are paying and number is going down.

#### 7. Any other business that may legally come before the board

- It is discussed the Executive Director will be evaluated at the February meeting
- Mrs. Cartier states there will be an executive meeting – meeting is not closed out but board will go into a separate room to discuss and then will come back out to close the formal meeting. Mrs. Cartier requests a motion to move into an executive meeting. Mr. Hall makes the motion and Mrs. Sacco seconds the motion. A poll is taken of all in attendance – Mrs. Cartier, Mr. Hall, Mrs. Tracy, and Mrs. Sacco.

#### 8. Meeting Closure

- Mrs. Cartier announces next meeting will be on February 11, 2020 at Wrentham Manor at 6:00 pm
- Mrs. Cartier requests to adjourn the meeting. Mrs. Sacco makes motion to adjourn. Mr. Hall makes second motion. All in favor. Meeting closed.