

Bellingham Housing Authority - Meeting Minutes
July 14, 2020 – virtually via ZOOM

1. Mrs. Cartier calls meeting to order at 6:05

The following members present:

- Monique Bergeron, Executive Director
- Linda Cartier, Chairperson
- Debra Sacco, Vice-Chairperson
- Sandra Tracy, Treasurer
- Randy Hall, Assistant Treasurer
- Joseph Fleurette, Board Member
- Russell Anzivino Jr, Recording Secretary

2. Approval of June 9, 2020 minutes

- Mrs. Sacco motions to approve; Mrs. Tracy seconds the motion; no discussion; all in favor.

3. Public Input

- None

4. Board Member Election

- Mrs. Bergeron asks the board for any nominations for Chairperson; Mrs. Sacco nominates Mrs. Cartier as Chairperson; Mrs. Tracy seconds; Mrs. Cartier accepts; all in favor.
- Mrs. Tracy nominates Mrs. Sacco as Vice-Chairperson; Mr. Hall seconds; Mrs. Sacco accepts; all in favor.
- Mrs. Sacco nominates Mrs. Tracy as Treasurer; Mr. Hall seconds; Mrs. Tracy accepts; no other nominations; all in favor
- Mrs. Bergeron nominates Mr. Hall as Vice-Treasurer; Mrs. Sacco seconds; Mr. Hall accepts under the understanding he gets approval from his place of employment due to the nature of his work; all in favor. Mrs. Cartier does advise Mr. Hall his only requirement from a financial standpoint is to be a second signature on all checks that are signed.

5. New Business

A) Resolution 2020-10 Damage Policy Amendment: Mrs. Bergeron advised the original policy included specific prices for each damaged item that are now out of date. New policy does not state specific prices but that the tenant will pay for the cost of whichever item that may have been damaged, including labor time. Policy states labor rates will be at \$35/hour during regular hours and \$55/hour during on-call hours. New policy does remove allowing tenants 30 days to pay along with allowing tenants to complete repairs themselves. Mrs. Sacco asks how common it is that there is damaged property and Mrs. Bergeron advises it is not often. Mrs. Tracy asks if the policy allows tenants to ask/discuss how much the repairs will cost them. Mrs. Bergeron advised she would give the tenant a quote for substantial damages as it is noted in the policy she would. Mrs. Cartier asks if this policy includes Center Street and Arthur Street and Mrs.

Bergeron advised that it does and that it address all of Bellingham Housing Authority. Mrs. Cartier and Mrs. Sacco point out a couple spelling mistakes in the draft. Mrs. Bergeron advises she can fix them with the final copy. Mrs. Cartier asks for further discussion in which there is none; Mrs. Sacco makes motion to accept; Mrs. Tracy seconds the motion; all in favor.

6. Treasurer's Report

- Mrs. Cartier explains to the two new board members that the board reviews the documents and asks Mrs. Bergeron any questions on anything that may seem large or out of the ordinary. Mrs. Sacco asks how the two secretaries are doing – Mrs. Bergeron says they are handling everything fine. Mrs. Bergeron advises maintenance guys are good as well, considering the “weird times” due to COVID. They cannot enter units due to COVID restrictions. Mrs. Sacco asks if maintenance can go in unit if tenant is not in there and Mrs. Bergeron states they are not suppose to but have for something simple such as a light bulb. Mrs. Bergeron advised further updates to come from DHCD next week on more guidelines for opening up housing. Housing Authority is following the states phases of reopening so currently at Phase 3, Part 1. Mrs. Bergeron advises the board of HUD and DHCD – HUD being Housing and Urban Development which is the federal program and DHCD is Department of Housing and Community Development which is the state program. Mrs. Tracy questions the receipts from Rocky's Ace and Home Depot. Mrs. Bergeron advised it is normal due to whichever location is closer. No further discussion.

7. Accountant's Reports: Period Ending May 31, 2020

- Mrs. Cartier asks how things are looking. Mrs. Bergeron states dwelling rents to be good. Currently in first month of the new fiscal year; not much is going on except some tree trimming. Mrs. Tracy asks if there are more solar credits than what was paid and Mrs. Bergeron states that is correct and that in summer months there is usually more credit. Mr. Hall questions what key thing he should be looking for on the accountants report. Mrs. Bergeron advises to look at any variances in the report and bottom line numbers which show how overall housing is doing. Section 8 usually is a negative number – not much for profit as its more to help the ones on that assistance program. Mrs. Sacco questions the employee benefit variance. Mrs. Bergeron states it due to the assessment fees due every July. Mrs. Bergeron also advises new training classes that will be done virtually. She will let all members know of the classes via email – there are about 5 or 6 of them. No further questions or concerns.

8. Executive Director Report

A) Tenant Accounts Receivable Report – increase is due to vacated tenants. Adjustment need to be made as when they moved out they were still charged their rent. Next meeting there will also be a vote for write-offs. Most of the older balances from May have been paid. Still a few in legal but not much can be done right now as courts still closed due to COVID. There were some increases in cases due to opening and anti-body testing. Cases were down to seven active but now numbers are up six more since opening of Phase 4. Currently having meetings with the town once per week and once every other week with HUD and CDHD. Currently just waiting on instruction on when and how can reopen. No use of community room as you can only have eight people in it and if the public arrived, would put the room over capacity. Currently there are three vacancies with soon to be four as a unit was abandoned. One of the part-time maintenance persons were hired back. Food pantry pick up in community room has

stopped due to taking too much time from front office staff, maintenance having to clean up every week, and most tenants were saying they did not need what was being offered. Mrs. Cartier questions the need to hire back a part-time maintenance worker as she thought the current maintenance workers had enough time to complete tasks needed. Mrs. Bergeron states that there are three vacancies, soon to be four, for maintenance to clean and prep. Mrs. Bergeron is on vacation next week (July 20-24). Two secretaries will be in the office and maintenance still working. Mrs. Cartier asks if both secretaries have keys to the office – Mrs. Bergeron advised they do. Mrs. Sacco confirms that the office will have someone in it at some points throughout the day. Mrs. Bergeron advised this is correct and that Heidi works from 8:00 – 1:00 on Tuesday and Thursday and Shania works from 9:30 – 3:30 on Monday, Wednesday, and Friday.

B) Employee Time Report – Mrs. Cartier asks Mrs. Bergeron how she is doing on her time off/carry-over/vacation. She is fine and is taking her time off.

Mrs. Bergeron continues to advise new board members of the trainings they need to attend. Mrs. Cartier confirms they received their book. Mrs. Bergeron reminds new board members that they need to sign and return the form on the inside of their binder which just confirms they received the information provided to them.

Mrs. Cartier asks for anymore concerns or questions – the board has none.

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

- None

10. Meeting Closure

- Mrs. Cartier announces next meeting to be held on August 11 (location TBA) depending on if we are allowed to meet in person or not.

Mrs. Sacco questions when we will be told that we can meet in person. Mrs. Bergeron states that it is three weeks for each phase; told by CDHD that nothing will be known for at least another week or two. There is a meeting with CDHD while Mrs. Bergeron is on vacation. She may attempt to call into it and if not, may as Shania to listen in on it. Mrs. Cartier requests a motion to adjourn the meeting. Mrs. Sacco questions if there are checks ready for her to sign. Mrs. Bergeron says first thing in the morning. Mrs. Bergeron states that Mr. Hall and Mr. Fleurette will need to go to the bank to be added as a signatory for the checks. Mrs. Bergeron states she will need the minutes before Mr. Hall and Mr. Fleurette can go to the bank.

Mr. Fleurette makes the motion to adjourn; Mrs. Sacco seconds the motion to adjourn; no further discussion; meeting adjourned at 6:41.