

Bellingham Housing Authority - Meeting Minutes
March 10, 2020 at 10 Depot Court

1. Mrs. Cartier calls meeting to order at 6:01 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 February 11, 2020 Minutes

- Mr. Hall makes motion to accept; Mrs. Sacco makes second motion; Discussion: Mrs. Cartier requests that Accountant Richard Conlon is added as a member who is present; form from executive meeting needs to be added to those minutes; part d under topic 4 needs to include Mr. Hall who seconds the motion. All in favor; none opposed.

3. Public Input

- Resident asks about what is still being done about people who smoke; Mrs. Bergeron advised that it is still a work in progress and residents have been fined for smoking. It is \$300 when caught. Picnic table will be moved to make more centralized for smokers to be at.

- Resident states the rear door in laundry room doesn't close correctly at times.

4. Correspondence

A) Formula Funding for FY 2023 Award – all set

B) Report on Agreed-Upon Procedures for the Period Ending March 31, 2019 – this is a report done by outside accounting firm that looks at how internal controls are being handled. The only exception noted on the report is in regards to wage reconciliation.

5. New Business

A) Resolution 2020-03 Contract for Financial Assistance for State-Aided Capital Improvement Plan Amendment #7 - getting an additional emergency reserve award in the amount of \$231,328.97 for the fire alarm upgrades at the two elderly complexes. \$131,000 must be used out of operating funds. Mrs. Sacco makes motion to approve Resolution 2020-03; Mr. Hall seconds; all in favor.

6. Treasurer's Report period ending February 29, 2020

New secretary was hired. Current person training for the 10 hour position is not working out well. It is discussed the large expense of \$9,250 is for an engineering bill for the new fire alarm panels.

Mrs. Sacco questions the repair of a door for \$923 – Mrs. Bergeron advised it was the handicapped door at Wrentham Manor. Mrs. Sacco questions check for Norfolk County – Mrs. Bergeron advised that persons from the Norfolk County Prison coming to do painting and landscaping.

7. Accountants Report

- Discussed extra-ordinary not capitalized is maintenance related for water damages. Mrs. Bergeron is unsure of what O.R. stands for on page 2. Mrs. Bergeron states she will ask Richard.

8. Executive Director Report

A) Tenants accounts receivable is getting better slowly

B) Employee Time Report – Mrs. Bergeron has 11 days left – can carry over 5 but will still have 6 leftover. Mrs. Sacco makes motion that Mrs. Bergeron takes 3 more days off by end of March and then carries over 3 more days. Mrs. Tracy seconds the motion. All in favor. Discussion is that Mrs. Bergeron will carry over 8 and if does not use 3 by end of March, they will be lost.

C) All mini-splits need to be cleaned – but can only afford to do a few and the rest get deferred. Other deferments are for tenants who need painting when tenants are still residing in unit.

Another resident question the COVID-19 – wants to know what Housing Authority is doing special to prevent. As of now, housing is cleaning common areas but no general guidance yet.

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

- Its discussed that Mr. Hall has a few more meetings left.
- Discussed two people have pulled papers to run for housing in upcoming election
- Mrs. Cartier asks if Mrs. Bergeron has gotten a credit card yet – she has not
- Mrs. Cartier asks the cap on sick time – she does not have it yet
- Mrs. Cartier asks if Mrs. Bergeron has polled other housing authority for committees – she has not

10. Meeting Closure

- Next meeting is April 14, 2020 at Wrentham Manor

- Mr. Hall makes motion to end meeting; Mrs. Sacco seconds; all in favor. Meeting closed.