

Bellingham Housing Authority - Meeting Minutes
May 19, 2020 – virtually via ZOOM

1. Mrs. Cartier calls meeting to order at 6:06 pm and reminds board that meeting is being recorded and we are on video.

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 March 10, 2020 Minutes

Mrs. Sacco makes motion; Mr. Hall seconds the motion; discussion: Mrs. Cartier requests the extra form be attached to the February 2020 minutes for the executive meeting. Mrs. Bergeron states she will send forward it to Mr. Anzivino in order to update the minutes. Mrs. Cartier asks why the recoding for March says March 11 when the meeting was March 10. Mrs. Bergeron was not sure but stated it can be fixed. Mrs. Cartier asks that under number 6 of the March 2020 meeting, shouldn't it be architectural not engineering. It is discussed and agreed it is engineering. Mrs. Cartier also notes that number 7, accountants report, did have some discussion and needed to be updated to reflect that. There was discussion on the extra-ordinary and the initials O.R. that Mrs. Bergeron was going to figure out the meaning to. Mrs. Cartier continues to discuss that number 9 heading needs to be changed to state, "Any other business that may legally come before the board." It is agreed that all are in favor of accepting the minutes with the suggested edits. No one opposed.

3. Presentation of the corrected February 11, 2020 minutes

Mrs. Cartier requests the extra form be attached to the February 2020 minutes for the executive meeting. Mrs. Bergeron states she will send forward it to Mr. Anzivino in order to update the minutes.

4. Public Input

None as there is no one else in meeting other than the board since meeting is virtual

5. Correspondence

A) Note from resident – thankful for a fish dinner from Representative Soter

6. New Business

A) Resolution 2020-06 Disposal of Fixed Assets: Mrs. Sacco makes motion to approve; Mr. Hall seconds the motion; discussion: Mrs. Cartier asks if this is in reference to pieces they can't use anymore. Mrs. Bergeron states yes. All are in favor. None opposed.

B) Resolution 2020-07 Fiscal Year 2021 Accounting Services Engagement: Mrs. Sacco makes motion to approve; Mrs. Tracy seconds; Discussion: Mrs. Sacco question if Accountant fees are going up. Mrs. Bergeron advises they are. She continues to advise that the engagement

letter is the professional conduct letter that accountants are required to follow. The board already signed the accountant's contract. The letter does not pertain to the accountants fees even though they are referenced but that the board is aware the Accountant will be working for them for another year. No further discussion. All in favor.

7. Treasurer's Report period ending March 31, 2020

Mrs. Cartier asks who the current secretary is. Mrs. Bergeron advises she is still here as the other position did not work out as they didn't need her until June. Mrs. Bergeron states she also hired a 10-hour person. She states she hired a participant from the Residential Assistance Program. She confirmed approval and that doing so keep them in compliance.

Mrs. Cartier proceeds to ask the board if they have any questions on the report ending March 31, 2020. Mrs. Sacco asks the reasoning why the WB Mason amount is so high. Mrs. Bergeron states she needs to review the bills. She advises that the increase is due to purchasing a lot of toner for the printer. Mrs. Sacco questions the ipad purchases. Mrs. Bergeron advised they are for the maintenance staff allowing to send them work orders directly. Mrs. Bergeron has one has well for doing inspections. It is a total of three ipad's.

Mrs. Cartier asks if everyone is all set so they can move onto April

8. Account's Report: Period ending March 31, 2020

No concerns. Mr. Hall asks if there are any expenses that have gone up or down with residents staying home. Mrs. Bergeron stated they will go up – more water, more electric – but less legal bills as the courts are closed. Mrs. Bergeron states she got the year-end documents from Rich and he had no concerns.

Mrs. Cartier asks how things are with the solar panels – is the board making money? Mrs. Bergeron advises it's hard to tell with the forms in the meeting. Mrs. Bergeron states she can have the numbers from last year to this year for the next meeting to compare the two in regards to the amount of electricity used.

Mrs. Cartier asks if there are any other questions. The board has none.

9. Treasurer's Report period ending April 30, 2020

Mr. Hall asks about changes due to COVID. Mrs. Bergeron states they are keeping 6 feet apart and if need to be in close contact, they are wearing masks. Housing received 1,000 masks that are supposed to be distributed to the residents but 1,000 is not enough so she is waiting to hear on that; six bottles of sanitizer, two ½ gallons of bleach, six bottles of disinfectant, and three boxes of gloves. Mrs. Bergeron states they have been picking up food from St. Blaise Church and distributing to Wrentham Manor.

Mrs. Cartier asks on the AP Warrant concerns about one of the names as it says “zero-zero, yes, new owner.” Mrs. Bergeron states this is due to someone living with this resident and then moving and their check was voided.

Mrs. Cartier asks the board if anyone has any questions. The board has no further questions.

10. Accountant's Report period ending April 30, 2020

Discussed within the discussion for period ending March 31, 2020. The board had no questions or concerns.

11. Executive Director's Report

Business is going forward like normal. Data submitted to Rich for year-end. Budget has been approved. Mrs. Bergeron has daily meetings Monday through Friday with Bellingham Emergency Management Team. As of April 30, there are no vacancies however it is expected there to be two vacancies due to two residents recently passing away. One resident passed due to COVID and the apartment has to be specially cleaned before it can be rented. Any vacancy now moving forward will need to be sanitized before it can be prepared for a new tenant.

Mrs. Cartier asks Mrs. Bergeron if she has taken time off. She took three days off and will carry three over.

Mrs. Bergeron states the Tenant's Accounts Receivable Report is high. Residents who are in repayment agreements – that total amount have gone down significantly. People who simply have not paid their rent – that number has increased. There are a couple of residents in a legal process who have not paid their rent and there is nothing housing can do.

Mrs. Bergeron discusses the Work Order Report – unhappy with report as the program is reporting them in a way that does not make sense. She will speak with the software company for a more comprehensive report. There are currently many work orders on hold due to not being able to enter tenant's apartments.

Mrs. Cartier asks if anyone else has questions or concerns. Mrs. Sacco mentions that there is only one person from the board signing the checks and that Mrs. Bergeron will be the second, due to COVID. Mrs. Sacco is okay with this and wants to make sure the board is aware of this as well. It is discussed will be this way until State of Massachusetts gets to Phase 3 of reopening. Signing of the checks will be revisited once Phase 3 begins.

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

Mrs. Cartier revisits her question from the March 2020 meeting in regards to a cap on sick time. Additionally, has Mrs. Bergeron polled other housing authority for committees? Mrs. Bergeron has not but it's agreed to carry over those concerns. Mrs. Bergeron states the difficulty she is having trying to speak with a housing authority in another location for a resident.

13. Meeting Closure

Mrs. Cartier states the next meeting is June 9, 2020 at Wrentham Manor. More than likely will be a virtual zoom meeting if Massachusetts is not in Phase 3 of reopening.

Mrs. Sacco makes motion to end meeting; Mr. Hall seconds. All in favor. Meeting ends at 6:42 pm.