

Bellingham Housing Authority - Meeting Minutes Amended
January 12, 2021 – virtually via ZOOM

1. Mrs. Cartier calls the meeting to order at 6:01

The following members present:

- Monique Bergeron, Executive Director
- Linda Cartier, Chairperson
- Debra Sacco, Vice-Chairperson
- Sandra Tracy, Treasurer
- Randy Hall, Assistant Treasurer (was not present for first part of meeting)
- Russell Anzivino, Recording Secretary

2. Approval of December 2020 Meeting minutes – Mrs. Sacco motions to accept; Mrs. Tracy seconds the motion; discussion: Mrs. Cartier advises of spelling mistake on section eight – should be “Mrs” not “Mer;” all in favor with that one change. Motion carries.

3. Public Input – None

4. Public Input – Bellingham Housing Authority Annual Plan –was put on the agenda in error.

5. New Business

A) Resolution 2021-01 FY 2021 400-01 Budget Revision #1 – mandatory budget revisions for any expenses related to COVID; Mrs. Sacco questions the changes in money earned due to interest rate changes; Mrs. Tracy questions if this is the difference over one year and Mrs. Bergeron advised it is. Mrs. Bergeron explains the math and reasoning for the changes. Mrs. Sacco motions to accept; Tracy seconds; all in favor; motion carries.

B) Executive Director Evaluation – discussed that it is due.

C) Budget Discussion – Mrs. Bergeron wants to know if any board member is concerned about any budget item or heard of anyone with concerns. Mrs. Cartier asks if maintenance has a contract yet. Mrs. Bergeron advised not yet as there were some requests that were not agreed to. Mrs. Cartier asks in the event no agreement is made on the contract, what happens. Mrs. Bergeron stated it will more than likely go to mediation. Mrs. Cartier advised that Mr. Conlon will be present next meeting to discuss the budget.

6. Treasurer’s Report period ending November 30, 2020

- Mrs. Sacco asked if all maintenance personnel are back 100% - Mrs. Bergeron advised yes
- Property Insurance on the Revolving Fund is significant – upwards around \$21,000
- Director and Officer Insurance - \$2,810
- Mrs. Cartier asks if Center Street is rented yet – Mrs. Bergeron advised not yet but it is currently being prepped.
- No extra maintenance people currently.
- Payroll is “off” this month due to pension not being taken out of paychecks for COVID pay – had to be adjusted.

- Mrs. Cartier asks where the emergency pine tree removal was – Mrs. Bergeron states it was at Wrentham Manor behind building 20
- Mrs. Cartier asks if Mrs. Bergeron took time off around Christmas – Mrs. Bergeron advised she did not but will be taking next week off

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

- Extra-ordinary Work and Non-Capitalized Equipment will more than likely be all transferred over to this coming year. COVID put a delay on doing any type of construction project.
- No further questions

8. Executive Director's Report

- Need to keep up with contract register
- Currently five vacancies – completed 100 person pull from waiting list and had only about 20 responses back.
- Went to virtual court in regards to a unit issue that started prior to COVID.
- Fire Alarm Panel approved and will be sent out for bids
- DHCD offered to give some alternative vouchers but will not be able to accept as difficulty keeping up with what presently have.
- Full maintenance staff
- Two more resident COVID cases
- Tenant Accounts Receivable is down \$1600
- Mrs. Tracy asks if there is any conversation about COVID vaccines – Mrs. Bergeron assumes it will be an onsite clinic once available.
- Employee Time Slip was missing from meeting packets.

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

- None

10. Meeting Closure

- Next meeting is February 9, 2021
- Mrs. Sacco makes motion to adjourn; Mr. Hall and Mrs. Tracy seconds; all in favor; meeting adjourned