

Bellingham Housing Authority - Meeting Minutes
March 9, 2021 – virtually via ZOOM

****Recording does not start until the middle of section 4, part b****

1. Mrs. Cartier calls the meeting to order at 6:02

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
- Richard Conlon, Accountant

2. Approval of February 9, 2021 Minutes – Mrs. Sacco motion to approve, Mr. Hall seconds; discussion: need to add discussion on Fitchburg House and Section 30B to be added “part 5, section b.” Mrs. Cartier requests the board table the approval of minutes until edits made. Mrs. Sacco motions to table the approval; Mr. Hall seconds.

3. Public Input – None

4. New Business

A) Resolution 2021-03 Disposal of Assets; this is approval to dispose of one file cabinet that is not working; Mrs. Sacco motions to approve; Mr. Hall seconds; all in favor; motion carries.

B) Resolution 2021-04 – 400-01FY 2022 State-aided Public Housing 400-01 Budget Approval: Mr. Conlon states board will need to vote for Executive Director new salary as rate will change July 1 even though the salary change is a reduction. On page 6 of the budget, it is discussed travel expenses reduced, accounting fees same for state program but a little more for federal program due to how it is closed out and reported to HUD. DHCD/Audit same as last year. Sundry Administration Costs – the new section is the “Gasb Report/Union Negotiations.” The \$8,000 on top of page 6 under “legal” is for union negotiations. Page 7 discusses anticipated outside contractor costs. Do not have to stay within each line item, just the bottom line of \$42,971.00. Page 8 discusses insurance coverage’s – state fire insurance gone up dramatically. Fidelity bond is for this year only – after that, will not be needed as it relates to Section 8. Retirement Assessment is \$46,606.00. Unemployment is .0001 but could increase dependent on a piece of legislature. Line 16 is from section 8 and their portion of retirement. Page 9 discussion utility costs. Housing keeps 100% of solar credits. Now DHCD is taking 50% which should be about \$21,000 for each. Page 10 discusses money being spent out of the “operating reserve.” Top section is routine work. Health and Safety money from last year not spend so this year will do security cameras and handicapped door openers. Expected to replace 10 kitchen appliances. Light poles will be replaced as well. Page 1 – State 400, State MRVP, and Section 8 (for three months). Operating receipts show expected to bring in \$709,214 under State 400, \$21,080 under State MRVP, and \$12,237 under Section 8. It is discussed that for every \$1 paid

out in an employee salary, 68 cents is paid for their benefits. Getting very expensive to pay benefits. Mrs. Cartier asks how many people are having their benefits paid for that have retired. Mrs. Bergeron and Mr. Conlon both state four. Page 2 has regular utilities at the top. The 400 program will make \$26,400. The MRVP will lose \$1,943. Section 8 will lose \$10,027. At the end of year there will be \$178,000 in available reserves should anything happen. When Section 8 is closed, Dedham will receive \$35,973 – this amount is partially due to the board obtaining COVID money. Mr. Conlon again asks for questions and reminds the board there are two budgets – a three month and a nine month. Mrs. Cartier asks if the board will be able to vote in regards to the maintenance or vote on it after – it is discussed that it will be left along as how it is written currently in the budget.

Mrs. Cartier proceeds to ask for a motion to approve Resolution 2021-04 400-01 FY2022 State-aided Public Housing 400-01 Budget Approval: Mrs. Sacco motions to approve; Mrs. Tracy seconds; no further discussion; all in favor; motion carries.

C) Resolution 2021-05 MRVP FY 2022 Rental Assistance Program Budget Approval: Mrs. Sacco motions to approve; Mr. Hall seconds; no further discussion; all in favor; motion carries.

D) Resolution 20201-06 Fiscal Year 2022 Federal Housing Choice Voucher Budget: Mrs. Sacco makes motion to accept; Mr. Hall seconds; all in favor; motion carries.

E) Resolution 2021-07 Director Salary decrease to \$84,162.00: Mrs. Sacco motions to accept; Mrs. Tracy seconds; no discussion; all in favor; none opposed; motion carries.

5. Executive Session – Collective Bargaining and/or strategic discussion with respect to collective bargaining: it is discussed with Mrs. Cartier and Mrs. Bergeron this will not occur this meeting.

6. Correspondence

A) Public Housing Notice 2021-01 Changes Pertaining to Town appointed Tenant Board Members: this is in regards to members across the state, not just Bellingham. Mrs. Bergeron states two people on ballot for remainder of Mr. Flurette. Mrs. Sacco running against self. Can submit waiver on May 15. Town Clerk office has paperwork already in progress for election. Mrs. Cartier asks if the board has any say in who the person is – Mrs. Bergeron stated “technically no.” Residents have the right to identify/nominate someone for the board position. They can nominate themselves. The town then appoints.

B) Public Housing Notice 2021-03 DHCD Guidelines for LHA Hiring of Executive Director: more or less informational at this point. This is allowing boards to broaden their candidate pool. Currently there is a shortage.

C) CIP Approval for BHA for FY 2021 - formula funding. Wants drainage connection to be done as part of the approval. Mrs. Bergeron will discuss w/ RCAT.

7. Treasurer's Report period ending February 28, 2021

- Mrs. Cartier asks about payment to "Brad Wiebers" – Mrs. Bergeron states he is a property owner
- Mrs. Bergeron states the only "big ticket" item in revolving fund is the transfer from revolving to MMDT investment account, as instructed to do by Mr. Conlon.
- Mrs. Tracy questions the large payment with Dean Bank – Mrs. Bergeron states it's the transfer from Section 8 to Revolving. Money that Section 8 owes the state side.
- Mrs. Cartier questions the Legal/Union Negotiations and if it will continue – Mrs. Bergeron states it will due to mediation.
- Mr. Hall questions what/how the investment account is for – it is discussed it's done through MMDT – all investment monies are in municipal securities.
- Mrs. Cartier asks how dental is paid to Franklin Housing Authority – Mrs. Bergeron states usually paid monthly but there was a glitch with housing authority getting bills. Mrs. Bergeron did a quality control and noticed a few were missing and had them paid. \$259 per month is for Mrs. Bergeron and Ed. Money was withheld from employees' paycheck but never paid back to Franklin.

8. Accountant's Report

- Board did not have copy to review
- Mr. Conlon gave quick recap – making \$136,810 in 400 program; \$68,561 in subsidy; running profit but no payment for utilities yet. Section 8 is making \$7,071 profit. MRVP program is at a \$7,617 deficit but will be picked up and have smaller deficit at end of year.

9. Executive Director Report

- Mr. Conlon drops off call
- Mrs. Bergeron attended Senior Housing Vaccine Application Process – state required directors to obtain info on doing clinics and ordering vaccine. Clinic was suppose to March 8 and 9 but got changed to March 15 and 16
- Attorney that handles property insurance asked that potentially Mrs. Bergeron and Mr. Pelletier provide a deposition in regards to flood that happened at Wrentham Manor a while back.
- Mr. Pelletier going out on medical. Mr. Recore on call should he be needed.
- Process has begun for emergency generator at depot court
- Currently six vacancies. Been reaching out but difficulty getting response. Applicant has 10 days to respond to letter issued to them – Mrs. Bergeron allowing 15 days due to slow mail. Mrs. Cartier asks where the list is that's pulled from – Mrs. Bergeron states it's in Boston.
- Letter submitted for consolidation of Housing Choice Voucher program to field office which has now been accepted by field office and now will move onto next step.
- Working on annuals for residents.
- Tenants' Accounts Receivable is slightly higher
- Mrs. Bergeron asks the board if she can keep her leftover vacation time this year due to COVID not being able to take all her time. Mrs. Cartier asks if any of the time left over is carry over from last year – Mrs. Bergeron states one week is but it was used. She started with 215 hours and is now down to 97 hours. Mrs. Bergeron wants to carry over her 97.34 hours which is 2.59 weeks which means one week that was not able to be taken off. Carry over vacation needs to be used by March 31, 2022. Mrs. Cartier makes motion to carry over 97.34 hours of Mrs.

Bergeron paid time off which must be used by March 31, 2022. Mrs. Tracy seconds the motion; discussion: Mrs. Sacco questions when does the vacation time get earned again. Discussed that April 1, 150 hours will be added which means as of April 1, 2021, Mrs. Bergeron will have 247 hours. No further discussion. All board members in favor; none opposed; motion carries.

- Mrs. Tracy questions one of the work orders – there is one about mouse droppings and wants to make sure it was taken care of. Mrs. Bergeron advised it was taken care of and that it was not mouse droppings but it was black piece to a floor mat.
- Mrs. Bergeron requests Director Evaluations to be given to her

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

- None

11. Meeting closure – next meeting is April 13, 2021 at location TBA. Mrs. Hall makes motion to adjourn; Mrs. Sacco seconds; all in favor; meeting adjourned.