

Bellingham Housing Authority - Meeting Minutes
April 13, 2021 – virtually via ZOOM

(Meeting is not recorded)

1. Mrs. Sacco calls meeting to order at 6:02

The following members present:

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

The following members not present:

- Linda Cartier, Chairperson

2. Approval of the revised February 9, 2021 Minutes:

- It is discussed to table so Mrs. Cartier can be present on approval as she noted concerns on original copy. Mrs. Tracy motions to table; Mr. Hall seconds; all are in favor; motion carries.

3. Approval of the March 9, 2021 Minutes

- Mrs. Tracy motions to approve; Mr. Hall seconds; all in favor; motion carries.

4. Public Input

- None present

5. New Business

A) Resolution 2021-09 Approval of Contract FISH # 025060 667-1 Depot Court Stand-By Generator: The lowest of four bids came back at \$87,778.00. Mrs. Sacco finds it concerning it is so high given this is one building. Mrs. Bergeron states it is the lowest of four bids. Mr. Hall asks if this is something mandated – Mrs. Bergeron stated it is not mandated but already approved as part of the Capital Improvement Plan. Mrs. Tracy makes motion to approve; Mr. Hall seconds; no further discussion; all in favor; motion carries.

6. Old Business

A) Resolution 2021-08 Procurement Policy Amendment: Mrs. Sacco states Mrs. Cartier previously requested this be tabled so she can discuss with board as well. Mr. Hall makes motion to table; Mrs. Tracy seconds the motion; all in favor; motion carries.

7. Correspondence

A) GASB 74 & 75 Actuarial Valuation for periods 03/31/2021 and 03/31/2022 (Postemployment Benefits Plan): this is an estimate of how much it will cost the housing authority to pay for people when they retire. This is for information/reporting purposes. No vote is needed.

8. Treasurer's Report period ending February 28, 2021
 - Mrs. Bergeron states the only large item is for Fidelity Insurance.
 - Mrs. Bergeron asks if a summary of payroll would be easier to review – Mr. Hall states it would be. It would be helpful to see comparison for current month to prior month.
 - No other questions
9. Accountants report
 - No questions
10. Executive Director Report
 - Current vacancies – 1 at Depot, 3 at Wrentham, and Center Street leases began April 1
 - On 3/31 100 more applicants were pulled and applications sent out
 - COVID wellness checks are happening
 - COVID vaccine clinics on 3/15 and 3/16
 - Tenant Account Receivable is coming down
 - Mrs. Bergeron taking time off – last time off period before time off cycles again
 - 138 work orders complete in March – down to just 2 open
 - Mrs. Sacco discusses not needing printed copies of the complete work orders
 - Roof repairs complete to Building 20 due to a branch that fell on it in December but damages just discovered
11. Any other business that may legally come before the board
 - None
12. Meeting closure
 - Next meeting is May 11
 - Mr. Hall motions to adjourn meeting; Mrs. Tracy seconds; all in favor; meeting adjourned at 6:35