

Bellingham Housing Authority

Meeting Minutes

September 10, 2019 held at Wrentham Manor

1. Call To Order at 6:01 pm for regular meeting; announcement made that the meeting is being recorded.

The following members present:

- Monique Bergeron, Executive Director
- Linda Cartier, Chairperson
- Joseph Hall, Vice-Chairperson
- Debra Sacco, Treasurer
- Russell Anzivino Jr, Secretary

The following members not present:

- Sandra Tracy, Assistant Treasurer
- Mark Ladouceur, Member

Mrs. Cartier advises that Robert Griffin is no longer taking the minutes and introduces Russell Anzivino as replacement to take minutes. Mrs. Bergeron advises that Russell is on probation.

2. Approval of June 18, 2019 minutes

A) Mrs. Cartier made a motion to accept the minutes; advised Mrs. Bergeron completed them as Robert did not turn them in. Mr. Hall makes motion and seconded by Mrs. Sacco.

B) Discussion: requests to remove Mrs. Sacco's name as she was absent from last month's meeting. Mrs. Cartier notes that next month's meeting, October 8, 2019, is at Depot Court, not Wrentham Manor, as suggested on Agenda.

3. Public Input – Mrs. Cartier opens up for questions/concerns to the public attendees

A) Mr. Fluette- Is Monique's raise based on budget and how well the budget is does each year? Mrs. Cartier advises him that Monique's raise is dictated to them. Mr. Fluette understands. He then voices concern that he was washing his car and that Mrs. Bergeron came outside and yelled at him that he cannot wash his car. He states that Mrs. Bergeron told him the water is not his and to take his vehicle up to the corner car wash to wash it there. Mr. Fluette responds that if he had money to do that, he would not be living at Wrentham Manor. He wants to know that if the town is not advising of a water ban, why can he not wash his car? Mr. Fluette asks the board if they see anything wrong with that? He does not think Mrs. Bergeron should have came out yelling at him. Mrs. Bergeron responds to Mr. Fluette advising that there is no policy addressing this and

further states she did not come out yelling but was coming out of one of the buildings and simply advised him that he could not wash his car. Mrs. Bergeron further advises that the water is paid for by tax-payers and washing cars on property has never been allowed. Mrs. Bergeron advised if it is felt that this should be changed, it will be up to the board to decide but Mrs. Bergeron does not feel that tax payer money should be used to wash cars. Mr. Fluette states he pays taxes. Mrs. Cartier states that it is just not allowed and is past procedure. Mr. Fluette continues to state his disagreement. Mrs. Cartier questions again if this is a past policy or past procedure and Mrs. Bergeron advises past practice. Mrs. Cartier states you cannot use the water for washing cars and Mrs. Bergeron advises that residents have never been allowed to wash their cars. Mrs. Bergeron advises that tax payer money pays for public housing and that rent from residents is not enough to cover the expenses. Mrs. Bergeron advises no section 8 residents and that the only housing there is State Aid. Mrs. Cartier clarifies that Bellingham Housing Authority pays water bill. The Housing Authorities past practice has always been that you cannot wash your car as it is excessive use of utilities. Mrs. Sacco questions if other housing authorities allow washing of cars in which Mrs. Bergeron advised she will have a poll completed and results will be discussed at next meeting. The board agrees that a poll would be best. Mr. Fluette understood and appreciated the further review. Mrs. Cartier asks if Mr. Fluette has any other concerns in which he replies that he does not.

B) Resident 2- questions why there is a trailer parked in a visitor parking space. Mrs. Bergeron advises that this is property of the Bellingham Housing Authority and it will be parked there when not in use. Resident asked why not park it next to the garage and Mrs. Bergeron advised she did not have an exact answer but also questioned where the real concern was. Resident then asks about a white truck parked on the property in which Mrs. Bergeron advises that it is "Ed's" truck, who is an employee. Resident understands. Mrs. Cartier advises trailer is Bellingham Housing Authority property and will remain parked.

Mrs. Cartier asks if there are any more questions in which there were not.

4. New Business

A) Resolution 2019-17 Tenant Accounts Receivable Write Offs Approval

- Mrs. Sacco makes motion to accept Resolution 2019-17 write-off Tenant Accounts Receivable which is seconded by Mr. Hall. Mrs. Cartier asks if this is money owed to us in which Mrs. Bergeron states that is correct. Two of the residents are deceased and one is collecting government benefits which prevent the Housing Authority from collecting from her by law. Mrs. Cartier asked if we can collect the money owed from the estate if the deceased in which Mrs. Bergeron advised she reached out to the families with no response back. Mrs. Cartier states motion and second and all in favor, in which the board replies "aye" and no response to opposed. Mrs. Cartier states motion is passed.

B) Mrs. Cartier announces: Resolution 2019-18 FISH#025058667-1 Walkway Repairs Change Order Approval

- Mr. Hall makes motion and Mrs. Sacco seconds. No discussion. Mrs. Cartier requests all in favor and board responds “aye.” Mrs. Cartier states motion carries.

5. Treasurer’s Report period ending August 31, 2019

- Mrs. Sacco question Mrs. Bergeron as to how the second maintenance person is doing in which Mrs. Bergeron advises “good.” Board reviews Revolving Fund Register, Housing Choice Voucher Register, Payroll Register, and Expense Report. Mrs. Cartier asks the board if there are any questions in which they all replay no.

6. Accountant’s Reports: Period Ending July 31, 2019

- Mrs. Cartier asks how things are looking. Mrs. Bergeron advises there will be a decrease in dwelling rents due to annuals. It is mentioned there are five empty units. Mrs. Sacco questions a budget for washer and dryers. Mrs. Bergeron advises no budget for them but there is money put aside in an account that has over \$20,000 that could be utilized for washer/dryers if needed. Mrs. Bergeron advises that they did budget \$5,400 for washer/dryers.

7. Executive Director’s Report

- Mrs. Bergeron advises will be meeting with Webster Bank and Unibank and then will make decision on who to use. She goes onto discuss that janitorial supplies being purchased from new company and that she has met with them. Pre-bid for sidewalk repairs received. Repairs will not begin until the end of September and should be a two day job.

- Mrs. Bergeron advises there was a tenant meeting with Representative Soter to discuss housing issues. Additionally, participated in two webinars: one with CapHub which is a new capital improvement plan online system and a second one in regards to the new Norfolk County Retirement online system for billing and payments.

- Mrs. Bergeron discusses the five empty units need cleaning. Due to heavy smoking in some units, maintenance is unable to clean units and now will need to pay an outside company to come in and clean units. Mrs. Cartier asked what was being done in general about smoking and Mrs. Bergeron advised it is something being worked on.

- Mrs. Bergeron discussed the few court hearings that are coming up in regards to a few of the tenants.

- Mrs. Sacco asks Mrs. Bergeron if she will be using any of her earned paid-time off in which she replied she is going to be taking some Friday’s off

Mrs. Bergeron advises to Board that they have been given a new, updated emergency list.

- Discussion of two new quotes from two new CPA's. Mrs. Cartier and Mrs. Sacco request comparison of two contracts.

8. Any Other Business That May Legally Come Before the Board

- Mrs. Cartier informs the board that Mr. Ladouceur advised her he was resigning from the board effective immediately due to health problems. She advised him to email Mrs. Bergeron so she can have that in writing. It was further discussed Mrs. Bergeron will notify the town hall to have his open seat put on the ballot in the May election to seek someone to fulfill Mr. Ladouceur's remaining term.

9. Meeting Closure

- Mrs. Cartier announces meeting is closed. Mr. Hall requests motion to adjourn. The motion was seconded by Mrs. Sacco; no discussion; all in favor; next meeting is October 8, 2019 at Depot Court.