

# Town of Bellingham MA

10 Mechanic Street, Bellingham MA 02019

## MINUTES03.08.2016

Bellingham Housing Authority  
Board of Commissioners  
Minutes of Regular Meeting  
March 8, 2016

- Call to Order at 6:00 p.m..
- The regular meeting of the Housing Authority Board of Commissioners was held at Wrentham Manor. The following members, staff and others were present:

Joseph M Hall, Chairman  
Lawrence J Sposato, Jr, Vice Chairman  
Debra Sacco, Treasurer  
Billiegene Lavallee, Assistant Treasurer  
Linda Cartier, Commissioner

Monique Bergeron, Executive Director  
Residents

- Public Input
  - Mr. Penney addressed the issue of speeding. An absolute solution to the problem cannot be administered to the resident's satisfaction; the Authority is doing all that can be done.
  - Mr. Gray made note of his observations in regard to board behavior during meetings. Mr. Gray feels that certain members act unprofessional and specifically noted behavior of Mrs. Cartier. Mrs. Cartier responded and noted Mrs. Gray's comments. Mr. Hall noted Mr. Gray's observations.
- Minutes of February 9, 2016 meeting
  - Mrs. Bergeron presented that the highlighted areas will be incorporated into the original minutes December 8, 2015 meeting minutes as written not amending. Mrs. Bergeron will place a note on the December 8, 2015 indicating changes to that month exist in February 9, 2016.
  - Mrs. Cartier asked if there should be a formal indication that the Civil Rights form is expired. Mr. Hall indicated that he does not believe there should be any notation.
  - Mrs. Cartier stated that under XIV Executive Director's salary Part g, the sentence should not be "Mrs. Lavallee feels ...". Discussion regarding the Board, the director's contract and the reference to hiring and firing. Mrs. Cartier asked about the signers of the contract; the Board signed the contract except Mr. Hall. The Chair and Vice Chair signed with two witnesses. Discussion should be limited to the meeting. Mr. Sposato suggested change to "stated". All agreed.
  - Announcement of meeting be recorded.
  - Mrs. Sacco made a motion to accept the minutes with the changes to Paragraph XIV, section g, "feels" changed to "stated", seconded by Mrs. Lavallee, all in favor, motion carried.
- Old Business
  - Presentation of Executive Session Form
    - Motion made by Mrs. Cartier to accept the form as presented, seconded by Mrs. Sacco, all in favor, motion carried.
  - Executive Director's Annual Evaluation – tabled to April 12, 2016 meeting. Mrs. Bergeron will email forms to all members.
  - Executive Director's salary

- Presentation of Mr. Conlon's new proposed salary ranges should the HCV Program be terminated.
- Discussion regarding the proposed termination of the HCV Program: request for termination must be January or July; Mrs. Bergeron proposes Dedham Housing Authority to be the proposed transfer agency; Bellingham administers 30 vouchers plus one portability from Boston. Mrs. Bergeron recommends Dedham because they are small and big enough, the Authority will have no control over the vouchers once the program is transferred; do not recommend Milford. Mrs. Bergeron has gotten nothing but complaints from Milford participants.
- Mrs. Cartier inquired about the administrative assistant's hours. Mrs. Bergeron explained that she received a promotion at her other job approximately 2-3 weeks ago and cut back to six hours. Mr. Sposato inquired about time spent on HCV; Mrs. Bergeron reported that the average is about 40 hours per month.
- Discussion regarding staff hours being reported to the board. Mrs. Bergeron asked how to handle personnel issues and reporting to the board. Mr. Hall stated that personnel changes should be reported at monthly meetings.
- Mr. Sposato asked what type of pitfalls there would be if the program was lost. Mrs. Bergeron stated that she knew of none; the program loses money. Loss of the program would free the Executive Director's time. Mrs. Sposato asked if there were any legalities in regard to removing the program. Mrs. Bergeron stated that there was none that she knew of. The only stipulation is that the thirty vouchers will maintain the Bellingham residency preference.
- Mrs. Cartier asked about the money that could be lost from the salary scenarios. Mrs. Bergeron stated that the authority would lose a specific dollar amount
- Tabled to April 12, 2016 meeting.
- The Board requested a formal, written recommendation from Mrs. Bergeron in relation to the termination of the HCV Program.

- New Business

- Presentation of 2016 Capital Improvement Projects

Mrs. Bergeron presented the anticipated report. The new plan will include replace heat detectors at both developments, funding for sidewalks at Wrentham Manor and possibly an Emergency Generator for Depot Court. Mrs. Bergeron met with Peter Lew, Capital Projects Coordinator to review capital improvement issues. Mr. Lew agreed that the kitchen cabinets were in need of replacement due to the veneer peeling and the low quality at installation. Therefore, the plan is for both developments cabinets to be replaced (first & last buildings at each). Cabinets have never been replaced since installation. The reported possible failure is helpful to the Authority to request replacement. Mrs. Cartier inquired about the listed projects and why some were listed as "active". Mrs. Bergeron explained all "active" projects are physically complete; the FISH status can only be changed at the DHCD level. The total new projects total approximately \$323,000.00 and will transpire over a four to five-year span.

- Treasurer's Report

- Mr. Sposato asked about a HCV vendor and his large payment. Mrs. Bergeron explained that he has two participants. Mrs. Lavallee inquired about the drum snake. Mrs. Bergeron explained that is a piece of plumbing equipment for clogged pipes. Mrs. Sacco asked about the extra payroll run. Mrs. Bergeron did not fully pay a staff person one week.

- Accountant's Report

- Mr. Sposato inquired about the administrative fee line item. Mrs. Bergeron explained that is income from HUD to administer the program. Discussion focused on the termination of the HCV program and its effect on the budget.
  - Mr. Hall asked Mrs. Bergeron if she felt there was anything significant to report. Mrs. Bergeron stated that nothing is out of the ordinary. However, she is anticipating the final utility bills to determine how the year concludes.

- Executive Director's Report

- Status quo in regard to administrative duties.
  - Rent collection has been fair.
  - Tracked daily time for the purpose of determining time spent on HCV Program at twenty hours per month.

- Two current vacancies both at Wrentham Manor; one is currently occupied and anticipate leasing for second by end of week.
  - Reported information in regard to program obligations and responsibilities.
  - Investigating abuse of guest policy.
  - Mr. Sposato inquired about the waiting list. Mrs. Bergeron explained that the waiting list is an ever shifting entity, the top forty applicants require a first floor and the list is driven by need.
  - Mrs. Cartier inquired about Mrs. Bergeron's time spent on the HCV Program due to the fact that she stated at last month's meeting she spent more time than reported. Mrs. Bergeron explained that since tracking her time, it was determined that she spends approximately 20 hours per month on that program.
  - Accounts receivables is improving as the number of delinquent accounts continues to go down.
- Any other legal business
    - Mrs. Sacco requested a goal list from Mrs. Bergeron in relation to the termination of the HCV program.
    - Mrs. Cartier requested to go into Executive Session at the next meeting in regard to questions that came up during the evaluation workshop and the Section 8 in general due to the fact that she received additional information. Mr. Hall requested that Mrs. Cartier provide the specific section for Executive Session before the next meeting.
    - Mrs. Sacco asked if the authority should get legal advice or a report from accountant. Mrs. Bergeron stated that everything at this point depends on the HUD requirements. Mr. Hall requested that Mrs. Bergeron obtain recommendation and a time line from Mr. Conlon; a legal opinion from lawyer.
- Next meeting will be April 12, 2016.
  - Motion to adjourn made by Mrs. Cartier, seconded by Mrs. Lavallee, all in favor, motion carried.