

Bellingham Housing Authority – Meeting Minutes

November 8th, 2022 at Depot Court

1. Meeting called to order at 6:00

The following members present:

- Chris Remillard – Chairperson
- Randy Hall – Vice Chairperson
- Debra Sacco – Treasurer
- Ronald Paulhus – Assistant Treasurer
- Linda Cartier – Board Member
- Edward Pelletier – Executive Director
- Cathy Vaillant – Administrative Assistant

2. Approval of October 11th, 2022 Minutes

- Mrs. Cartier motions to approve minutes, Mr. Paulhus seconds, Minutes approved, all in favor, motion passes 5-0

3. Public Input

- Mr. Remillard starts by providing clarity on public input. He states that you can submit a request to talk about anything, good or bad but that it does need to be submitted to BHA in writing at least one week prior so it may be put on the agenda.

- A new tenant voiced her complaints about the age and look of her floors and cabinets. She was informed that the units were built in 1969 and it is not in the budget to upgrade these features of all the 120 units.

- Tenant brought up a safety issue of delivery drivers speeding thru the complex with no regard for speed limit.

- Tenants brought up that there was a large commercial van parked in visitors parking for several days. Tenants were informed that the issue had already been resolved and the van was to be removed that night and not return.

4. Old Business

- BHA within the past month has obtained a debit card for purchases requiring upfront payments or deposits. Administration will be responsible for tracking debit card purchases and having those available for review monthly by the board.

- Annual Plan is to be voted on at the December 13th board meeting. Annual Plan Report is posted in both community rooms, the Bellingham Town Hall, as well as on the Bellingham Housing Website.

5. New Business

- Grant application for a Tri-Valley resident service coordinator (RSC) will be submitted this week. An RSC would ensure that residents have a dedicated professional to help with a variety of needs from medical to financial and aiding in filling out of paperwork which can be overwhelming for many residents. A board vote is needed to implement a new Tri-Valley RSC contract. Mrs. Cartier motion to approve, Mrs. Sacco seconds, motion approved, all in favor, motions passes 5-0.

- An updated pet policy was presented to the board. Changes were reviewed with further adding of verbiage to ensuring “all guest’s pets must be restrained at all times when outside the unit on the housing authority property.” Mrs. Cartier motions to approve, pending the addition of the previous statement. Mr. Hall seconds, motion approved, all in favor, motion passes 5-0.

- Outside use of Utilities Policy was presented for board approval. Mrs. Cartier motion to approve, Mrs. Sacco seconds, motion approved, all in favor, motions passes 5-0.

- Debit card, Credit card / Credit Account Policy was presented for board approval. Changes made were the addition of a debit card. Mrs. Sacco motion to approve, Mrs. Cartier seconds, motion approved, all in favor, motions passes 5-0.

- Grounds Policy was presented for board approval. It was discussed and determined that the policy needed some more adjustments before it was ready for a vote.

6. Treasurer’s Report

- Reviewed all the check registers for the month, everything was good.

7. Fee Accountant Report

- Review of the cost comparative and the MMDT Summary Report.

- The contract for the solar panels needs to be reviewed and call our existing provider to see about locking in rates for next contract cycle.

8. Executive Director Report

- Revised budget update was approved by the Finance Department at DHCD.

- Generator project at Depot Court is still delayed pending the generator coming in, everything else is ready to go on the project. We do need a vote to approve a partial payment for

the generator in the amount of \$25,175, the total amount for the project is \$62,603. Mr Paulhus motions to approve, Mr. Hall seconds, all in favor, motion passes 5-0.

- Contractors chosen for the deck at Center Street and fence at Arthur Street. We are now just pending the start of the projects in December.

- Occupancy Report: One (1) vacancy at 667-2 as of 11/1/2022.

- Maintenance Report: WM has several walkway panels that have been replaced, FISH project 025055. The fall preparations have begun. We are pending start dates for the deck and fence projects for the 705 properties. The turnover at 11 WM has begun and will be done soon.

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

- None

10. Meeting Closure

- Next meeting is December 13th, 2022 at Wrentham Manor at 6:00.

- Mrs. Cartier motions to adjourn meeting, Mrs. Sacco seconds, all in favor, meeting adjourned at 6:56pm.