

Bellingham Housing Authority - Meeting Minutes
November 10, 2020 – virtually via ZOOM

1. Mrs. Cartier calls the meeting to order at 6:06 pm.

The following members present:

- Monique Bergeron, Executive Director
- Linda Cartier, Chairperson
- Debra Sacco, Vice-Chairperson
- Sandra Tracy, Treasurer
- Randy Hall, Assistant Treasurer
- Russell Anzivino, Recording Secretary

2. Approval of October 13, 2020 minutes – Mr. Hall makes motion; Mrs. Tracy seconds; discussion: Mrs. Cartier advises “all in favor” needs to be added under “Section 4, part A.” Second edit needed under “Section 4, part B” where Mrs. Tracy name is spelt incorrect. The last edit needed under “Section 7” to include that the community rooms are opened w/ limited access along with no kitchen or bathroom usage. All in favor. None opposed.

3. Approval of October 29, 2020 Special Meeting minutes – Russell states they have not been done yet. Mr. Hall makes motion to table the minutes; Mrs. Tracy seconds the motion; all in favor.

4. Public Input – one resident was on the call but did not have any concerns to discuss.

5. Treasurer’s Report period ending October 31, 2020

- Mrs. Cartier asks Mrs. Bergeron if there is anything worth noting or that stands out. Mrs. Bergeron states the Q3 Group Insurance is \$18,000. Water and sewer was nothing unusual. Mrs. Tracy questions that Robert appeared to work for a number of weeks and then he didn’t. Mrs. Bergeron states it’s just because he went away. Mrs. Cartier asks what the C.A. Crowley Engineer Inc is for. Mrs. Bergeron states it is for the emergency generator. Mrs. Bergeron goes on to also advise she is going to speak with Robert and let him know he is not needed anymore. Mrs. Cartier questions where trees were taken down. Mrs. Bergeron states there was a giant tree branch at Depot Ct, a tree trimmed at Wrentham Manor, and two trees taken down at Wrentham Manor. No further discussion.

6. Accountant’s Report: Period ending September 30, 2020

- Mrs. Bergeron advises a sewer pump let go at Depot Court which is going to cost about \$10,000. Some of the extraordinary will be switched around. The pump has not been repaired but is on order.

-Mrs. Cartier asks if the two secretaries are still with us. Mrs. Bergeron stated that Shania resigned and Heidi took Shania’s schedule. Mrs. Bergeron will not be hiring anyone else as she signed up for program with State of Massachusetts that will complete all necessary checking of applicants. The end of the month Shania will be out of her apartment.

- Mrs. Cartier also states she has not received info on the class she signed up for.

7. Executive Director's Report

- Still in discussions for union contract for maintenance workers.
- Attended Natural Disaster Preparedness Seminar
- Currently two vacancies – one at Depot Court and one at Wrentham Manor.
- Masks are required regardless. Has to continuously remind residents they need to wear one; can receive a \$300 fine if caught without one on.
 - Residents asked if they can use common areas for Thanksgiving and Mrs. Bergeron advised them they cannot. No cooking allowed in common area kitchens. Refrigerator and Freezer being used by some tenants as overflow.
 - Mrs. Tracy asks how residents who smoke are able to with a mask. Mrs. Bergeron states they need to maintain 6 feet apart while they smoke.
 - Mrs. Bergeron states she is taking time off before Christmas
 - Tenant's Accounts Receivable is a lot lower due to a lot being "written off"

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

- None

9. Meeting Closure

- Mr. Hall brings up his concern being able to sign checks as he does not know if he will always be around to. Mrs. Bergeron discusses writing up a policy where signatures are printed on checks when the checks are printed and having members sign the check register electronically.
 - Next meeting is December 8, 2020
 - Mrs. Sacco makes motion to adjourn meeting; Mrs. Tracy seconds; all in favor.