

Bellingham Housing Authority - Meeting Minutes
November 12, 2019 at 10 Wrentham Manor

1. Mrs. Cartier calls meeting to order at 6:01 pm and reminds residents and board the meeting is being recorded.

The following members present:

- Monique Bergeron, Executive Director
- Linda Cartier, Chairperson
- Joseph Hall, Vice-Chairperson
- Debra Sacco, Treasurer
- Sandra Tracy, Assistant Treasurer
- Russell Anzivino Jr, Secretary
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2. Approval of October 8, 2019 minutes

- Mrs. Sacco makes a motion to approve the minutes from October 8, 2019. Mrs. Tracy seconds the motion. No discussion. All in favor.

3. Public Input

- None

4. Correspondences

- Public Housing Notice 2019-21 LHA Executive Director Salary and Qualifications Schedule
- Public Housing Notice 2019-22 FY2020 LHA Budget Guidelines and Addendum
- Public Housing Notice 2019-23 Regional Capital Assistance Team (RCAT) Advisory Board Elections
Mrs. Cartier is interested to join. Mrs. Sacco nominates Mrs. Cartier; Mr. Hall seconds the nomination. All in favor. None opposed.
- FISH #025061 667-1 & 667-2 Fire Alarm System Upgrades Emergency Reserve Notice
Mrs. Bergeron advises this is an estimate of upgrades and repairs of \$418,000. Bellingham Housing Authority to contribute \$131,892 towards the repairs/upgrades. \$54,000 comes from Formula Funding and the remaining balance is covered from the DHCD emergency reserves.
- Email: Property Insurance Renewal Potential Increase
Potential increase of the deductible

5. New Business

- Resolution 2019-22 Approval of Substantial Completion FISH 025058 667-1 Walkway Replacement Phase II

- Mr. Hall makes motion to accept; Mrs. Sacco seconds the motion; All in favor;
None opposed
- Resolution 2019-23 Approval of Final Completion FISH 025058 667-2 Walkway Replacement Phase II
\$22,320; Mr. Hall makes motion to approve; Mrs. Sacco seconds motion; no discussion; all in favor
 - Resolution 2019-24 Approval of Work Order Scope of Services and Payment for Services FISH #025061 667-1 & 667-2 Fire Alarm System Upgrades
This is the actual scope of work proposed. Mrs. Sacco makes motion to accept; Mrs. Tracy seconds motion; no discussion; all in favor.
 - Resolution 2019-25 State-aided Capital Improvement Plan FY2023-2024 (and addendum to FY2021-2022)
2020 – most completed
2021 – parking lot expansion
2022 – nothing due to fire alarm projects
2023 – balcony bracing, drainage to wells at Depot Court, site lighting,
2024 – six handicap accessible units that are not ADA compliant due to their bathrooms/bathtubs
Mr. Hall makes motion to accept; Mrs. Sacco seconds motion; no discussion; all in favor.

6. Old Business

- Resolution 2019-26 Vehicle and Parking Policy Amendment
Mr. Hall makes motion to accept; Mrs. Sacco seconds motion; Discussion: Mrs. Cartier questions if vehicles have to have MA license plates, which the policy does state they do. All in favor. Motion carries.
- Discussion: Accounting Services
Tabled until next meeting

7. Treasurer's Report: Period Ending October 31, 2019

- Discussion of reports. Nothing out of the ordinary. Discussion of Franklin Lock and Safe – this is due to changing locks on multiple units

8. Accountant's Reports: Period ending September 30, 2019

- Mrs. Tracy questions the solar credits. Mrs. Bergeron and Mrs. Sacco discuss the math on how the credits/what is actually paid for are configured.

9. Executive Director Report

- A) Tenant's Accounts Receivable Report – 8 vacancies but working on filling them; no other issues.
- B) Employee Time Report – no issues – Mrs. Bergeron taking more time off during Thanksgiving

C) Work Order Report – only two outstanding for the month. This current report was not 100% accurate as most of the information was missing from the computer. Will need to review printed copies.

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

- None

11. Meeting Closure

- It is discussed next meeting will be December 10, 2019 at 10 Depot Court.
- Mrs. Cartier requests for a motion to adjourn meeting.
- Mr. Hall makes motion to adjourn meeting; Mrs. Tracy seconds motion. No discussion. All in favor. Meeting adjourned.