

Bellingham Housing Authority – Meeting Minutes

December 13th, 2022 at Wrentham Manor

1a. Meeting called to order at 6:00

The following members present:

- Christopher Remillard – Chairperson
- Randy Hall – Vice Chairperson
- Debra Sacco – Treasurer
- Ronald Paulhus – Assistant Treasurer
- Edward Pelletier – Executive Director
- Cathy Vaillant – Administrative Assistant

Absent members - Linda Cartier – Board Member

1b. Annual Plan hearing called to order at 6:00

- Annual Plan hearing will remain open for comments until further notice.

2. Approval of November 8th, 2022 Minutes

- Mrs. Sacco motions to approve minutes, Mr. Paulhus seconds, Minutes approved, all in favor, motion passes 3-0 (Mr. Hall arrived after, at 6:05)

3. Public Input

- None

4. Old Business

- The new generator will be tested tomorrow and should be up and running within a week
- 705-2, Arthur Street fence project is complete and under budget
- The grant request for a Tri-Valley Resident Service Coordinator (RSC) is pending
- 705-1 Center Street deck replacement project is complete at one unit and will be completed this week on the second unit. This will be completed roughly \$13,000 under budget

5. New Business

- None

6. Treasurer's Report

- Reviewed all the check registers for the month, everything was good
- Reviewed ACH debit card transactions for the first month having the card. Supplied the voucher form required by Richard Conlon on each purchase for the board to review

7. Fee Accountant Report

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

8. Executive Director Report

- Annual recertifications will be going out in January and due by 28 February. They must all be completed NLT 31 March with new rent changes effective for 1 April 2023
- Annual unit inspection notices have gone out for scheduled dates in February thru mid-March, with all units needing to be inspected NLT 31 March 2023
- Occupancy Report: One (1) vacancy at 667-2 as of 12/1/2022.
- Maintenance Report: Snow preparation is under way, with the snow several days ago we can say everything went smoothly as planned for the first snow. The turnover at 12 WM has begun and will be done soon.

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

- None

10a. Meeting Closure

- Mr. Remillard announces last call for any comments on the Annual Plan Hearing. No one requests to speak. Mrs. Sacco motions to approve the Annual Plan, Mr. Hall seconds, all in favor, motion passes 4-0. Mrs. Sacco motions to close the Annual Plan meeting, Mr. Paulhus second, all in favor, motion passes 4-0.

10b. Meeting Closure

- Next meeting is January 10th, 2023 at Depot Court at 6:00.
- Mr. Paulhus motions to adjourn meeting, Mrs. Sacco seconds, all in favor, meeting adjourned at 6:21pm.