

# Town of Bellingham MA

10 Mechanic Street, Bellingham MA 02019

## MINUTES02.13.2018

Bellingham Housing Authority  
Meeting Minutes  
February 13, 2018 held at Depot Court

- Call to Order at 6:03 p.m. for Regular Meeting. Announcement made that the meeting is being recorded.

The following members, staff and others were present:

Lawrence J. Sposato, Jr, Chairman	Linda Cartier, Treasurer
Debra Sacco, Assistant Treasurer	Sandra L Tracy, Commissioner
Monique Bergeron, Executive Director	Robert W. Griffin III, Secretary
Residents	

- Approval of January 16<sup>th</sup>, 2018 Minutes
  - Ms. Sacco made a motion to approve the January 16, 2018 minutes, motion was seconded by Ms. Cartier, and discussion ensued.
  - Ms. Cartier and Mr. Sposato suggested several revisions to the minutes.
  - Mr. Sposato made a motion to approve the January 16, 2018 minutes, as amended, all in favor, the motion carried.
- Public Input
  - The question was raised as to whether preventative maintenance of the siding, such as power washing could be started. Ms. Bergeron concluded that she will raise this point with the maintenance department in the future.
  - The question was raised as to if the lines in the parking lot were to be repainted. Ms. Bergeron concluded that this item is on the next set of capital improvements projects, and will be completed upon return of better weather.
  - It was inquired as to whether the new heating system was more cost effective. Ms. Bergeron stated that the results were not yet available, as she is awaiting the information of the new bills from the accountant.
  - Discussion ensued as to whether the potholes, most notably by the dumpster were going to be addressed by the state, or if they were to be repaired by the DPW who had been making similar repairs elsewhere on Depot Street. Ms. Bergeron confirmed that the Housing Authority is a state run organization, and that they will be hiring someone to repair the potholes.
  - There was a discussion regarding the snow and water accumulating near the dumpster causing the area to become icy. Ms. Bergeron made the suggestion that a bucket with ice melt should be placed by the dumpster, as there is no permanent solution. Ms. Bergeron also stated that she will mention to the staff to monitor the area when they do the daily walk-through in the future.
- Correspondence
  - DHCD updated Revised Commission Salary Cap sheet and updated Facts Sheet.
    - Ms. Bergeron explained that a vote was not needed on this matter at this time. Ms. Bergeron also stated that the changes did not affect this agency.
    - Ms. Sacco asked Ms. Bergeron if she, or Mr. Conlon would be the correct person to contact regarding these matters, and if they could be visited yearly. Ms. Bergeron stated that both she and Mr. Conlon were awaiting answers from each of their State Contacts respectively, as the answers they have received regarding this matter were insufficient. Ms. Bergeron is expecting an answer regarding this matter before the Housing Authority votes on the budget.
  - Public Housing Notice 2018-04 Operating Reserve Augmentation and Reserve Threshold

- Ms. Bergeron stated that this Housing Authority is not affected by this as the reserve is well within the required 35% of operating costs. Ms. Bergeron stated that she believes that the current reserve is at 63%.
- Old Business
  - Executive Director Contract
    - Mr. Sposato informed the board that they have received a copy of the Revised Executive Director's Contract that is meant to conform with the DHCD requirements, discussion ensued.
      - Mr. Sposato informed the board that any changes must be outlined on the cover sheet of the contract and that this has been done on the new contract.
    - Ms. Sacco inquired if any changes have been made to the contract that the board is unaware of. Mr. Sposato stated that the only changes were the language on page 3 of the contract stating that DHCD had the right to terminate Ms. Bergeron as Executive Director, as well as mention of vacation time in the contract.
      - Mr. Sposato maintained that the language was removed so that the board would retain this right to terminate Ms. Bergeron. Ms. Cartier questioned if the contract would be rejected for removing this language, discussion ensued; Ms. Bergeron and Mr. Sposato confirmed that the contract was previously rejected for a lack of notation about changes on the cover sheet, however this change should not be an issue as the contract may be altered.
      - Ms. Cartier inquired as to whether the changes the board voted on regarding termination or retirement were included, as they are not outlined in the Personnel Policy. Discussion ensued; further discussion is needed.
  - Performance Review
    - Mr. Sposato made a motion to examine the performance review surveys completed by the tenants, discussion ensued.
      - A total of fifty-five Responses were received
      - Out of fifty-five responses, forty-five of them, or eighty-two percent, were all in the highest level
      - Out of the fifty-five responses, five of them, or nine percent, were a mix of good and fair reviews
      - All positive responses from the survey add up to ninety-one percent
      - Five of the surveys, or nine percent, were a mix of fair and poor reviews
        - Mr. Sposato noted that a majority of the negative comments received were on items out of Ms. Bergeron's control, such as tenants smoking
    - Ms. Cartier made a motion that the board be able to read all of the surveys, Mr. Sposato seconded this motion.
      - A workshop is to be held prior to the March 13, 2018 meeting to review all surveys.
      - The board is to vote on the performance review during the March 13, 2018 meeting.
  - Board Secretary/Scribe
    - Mr. Sposato suggested that Mr. Griffin is to be retained as the board Secretary with a yearly stipend of \$1,200.00. Ms. Cartier made a motion to approve the hiring of Mr. Griffin, discussion ensued. The motion was seconded by Ms. Tracy, all in favor, the motion carried.
- New Business
  - Civil Rights Certification HUD 50077-CR Expired 02/29/2016
    - Ms. Bergeron received the updated version of the form from HUD. Mr. Sposato and Ms. Bergeron completed the updated form.

- Building maintenance and pest control discussed.
  - Ms. Bergeron concluded that no new maintenance issues had arose since last meeting.
- Treasurer's Report
  - Ms. Sacco made mention of a bill for drains that were unclogged, discussion ensued.
  - Ms. Sacco questioned the bill from Lincoln Pest Control. Discussion ensued; Ms. Bergeron cited that Lincoln Pest Control has a quarterly contract as both complexes have pest issues due to tenants feeding the animals.
  - Ms. Cartier and Ms. Sacco inquired about the boiler cleaning, discussion ensued. Ms. Bergeron confirmed that there is only one boiler the Housing Authority maintains, located on Arthur Street, and that there is no current contract for boiler cleaning. Ms. Bergeron confirmed that a local provider has been servicing the boiler for the past few years, and that his prices are competitive.
- Accountant's Report
  - Mr. Sposato informed the board that Mr. Griffin's stipend will be paid out of the Administrative Costs. Mr. Sposato also confirmed that the account is to be used for this in an ongoing basis.
  - Ms. Bergeron informed the board that Mr. Conlon has applied credits from the electric company in the report, and that additional electric bills are expected due to a billing error, discussion ensued.
- Executive Director's Report
  - The report was discussed; Ms. Bergeron explained that the Center Street Modernization Project was still under way, and that work should be completed by the first week of March 2018. Ms. Bergeron also noted that as of January 31, 2018, there was only one vacancy. Ms. Bergeron also made mention of continued technical issues with the Work Order Report.
  - Ms. Bergeron informed the board that the Norfolk County Sheriff's Office has again offered to assist with maintenance of the buildings through the community service program.
  - Ms. Cartier inquired as to if Mr. Hall had spoken to BVT if students would be able to assist with maintenance. Ms. Cartier also made mention of a similar program at BHS, where students work with other offices in the community, discussion ensued.
- Meeting Closure
  - Next meeting is scheduled for March 13, 2018 at Wrentham Manor
  - Motion to adjourn made by Ms. Sacco at 7:07 p.m., seconded by Ms. Tracy, all in favor, the motion carried.