

# Town of Bellingham MA

10 Mechanic Street, Bellingham MA 02019

## MINUTES04.12.2016

Bellingham Housing Authority  
Board of Commissioners  
Minutes of Regular Meeting - Amended  
April 12, 2016

- Call to Order at 6:01 p.m.; Announcement: recording of meeting.
- The regular meeting of the Housing Authority Board of Commissioners was held at Wrentham Manor. The following members, staff and others were present:

Joseph M Hall, Chairman	Monique Bergeron, Executive Director
Lawrence J Sposato, Jr, Vice Chairman	Mr. Richard Conlon, CPA
Debra Sacco, Treasurer	Residents
Sandra Tracy, State Appointee	
Linda Cartier, Commissioner	

- Minutes of March 8, 2016 meeting
  - Mrs. Cartier stated that **she has some issues with some of the things that are written**; suggested a workshop to discuss and the possibility of hiring a recording secretary. Mrs. Cartier stated that there are pieces missing that are important and there are some things that are not written correctly.
  - Mrs. Sacco stated she has no issues with the minutes; the minutes should not be verbatim; **she did not review the recorded minutes.**

Mr. Sposato requested that the recording be resent.

Mrs. Cartier requested that the approval of minutes be tabled until next meeting; seconded by Mr. Sposato. Discussion. Workshop scheduled for April 26, 2016 at 6:00 p.m. at Wrentham Manor.

Mr. Sposato suggested that members bring pertinent criteria to the workshop.

- Motion carries; four to one, Mrs. Sacco opposed.

Discussion regarding Mrs. Tracy and voting on minutes; Mr. Hall explained that she is not voting on the passage of minutes but rather the tabling.

- Mr. Hall recognized Mrs. Sandra Tracy, the authority's new state appointed board member.
- Mr. Hall recognized Mrs. Lavallee's twenty years of service to the board, the authority and the community.
- Mr. Hall asked for public comment; there was no response.
- Old Business
  - Executive Director's Annual Evaluation
    - Each member briefly summarized their comments and criticisms to the director
  - Executive Director's salary
    - Mr. Conlon re-presented the salary scenarios and discussion ensued.
    - **Mr. Sposato** made a motion to increase the executive director's salary by 3%, seconded by Mrs. Sacco; **all in favor; motion carried.**
  - Termination/Voluntary Transfer of Housing Choice Vouchers.

- Mr. Conlon suggested the subject be addressed again next year.
- Mr. Hall stated that the options be monitored for the future.
- Budget discussion/approval
  - Mr. Conlon suggested that he could attend the workshop and present the budget at that time.
  - Discussion followed in regard to possibly increasing the administrative assistants' hours. Mr. Conlon agreed that it is doable. Mrs. Bergeron stated she would address this if necessary.
- New Business
  - Resolution 2016-03 approval of Five-year plan presented by Mrs. Bergeron. Discussion followed. Motion made by Mrs. Sacco, seconded by Mrs. Cartier, all in favor, motion carried.
  - Resolution 2016-04 Disposal of Fixed Assets presented by Mrs. Bergeron. Disposal of three stackable dryers that are not worth fixing; all original equipment that has been replaced. Mrs. Sacco inquired about recycling the equipment. Mrs. Bergeron stated that there is a possibility of selling the equipment for a few hundred dollars. Motion made by Mr. Sposato, seconded by Mrs. Cartier, all in favor, motion carried.
  - Resolution 2016-05 Authorization of Capital Improvement Contract presented by Mrs. Bergeron. The Capital Improvement Contract is for an additional \$115,371 for FY2018 Formula Funding Award. Motion made by Mr. Sposato, seconded by Mrs. Sacco, all in favor, motion carried.
  - Presentation of GASB 45 Summary Results presented by Mrs. Bergeron.
    - Mrs. Bergeron and Mr. Conlon explained GASB 45 and OPEB (Other Post-Employment Benefits) which are benefits received after retirement that are not pension related. GASB 45 is mandated by the Governmental Accounting Standards Board since 2004.
- Treasurer's Report
  - Mrs. Bergeron presented the Treasurer's Reports including all check registers and sundry expenses.
- Accountant's Report
  - Mr. Conlon presented the compilation reports. Mr. Conlon and Mrs. Bergeron agreed that the Authority's current cash position is good.
- Executive Director's Report
  - Mrs. Bergeron presented tenant's accounts receivable, work order and vacancy report.
- Any other legal business
  - Mr. Sposato addressed the issue of the Authority's vacant land; discussion. Mrs. Bergeron will contact DHCD for any information. Mr. Conlon stated that the Board could develop as a non-profit. Discussion regarding the non-profit process.
  - Mr. Sposato announced that Town elections will take place on May 3, 2016. A forum will be held at the Council on Aging on April 19<sup>th</sup> at lunch time and another will be held at Town Hall on April 20<sup>th</sup> at 7p.m.
- Next meeting will be May 10, 2016.
- Motion to adjourn made by Mrs. Cartier, seconded by Mrs. Sacco, all in favor, motion carried.