

Town of Bellingham MA

10 Mechanic Street, Bellingham MA 02019

MINUTES05.10.2016

Bellingham Housing Authority
Board of Commissioners
Minutes of Regular Meeting
May 10, 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
Linda Cartier, Commissioner	Residents

- Minutes of March 8, 2016 meeting
 - Mrs. Cartier stated that she would like the following items addressed:
 - Public Input segment should include verbatim conversations.
 - Remove "...Mrs. Cartier was concerned to signers of the contract..." in Section IV Paragraph C Minutes of February 9, 2016; replace with "...talking about the verbiage of the contract...".
 - Notification of Minutes being recorded came after Section IV Paragraph C.
 - Section V Paragraph C Subsection iv discussion regarding Section 8 missing.
 - Section V Paragraph C Subsection v should state that the board requested written recommendation from fee accountant and attorney.
 - Section VI New Business: Mrs. Sacco's questions and answers missing regarding cabinets; who was State Representative, what did he say, what did he see?
 - Mr. Sposato made a motion to accept the minutes of March 8, 2016 with the above changes; motion seconded by Mrs. Cartier; all in favor; motion carried.
- Minutes of April 12, 2016
 - Mr. Sposato made a motion to accept the minutes of April 12, 2016; discussion.
 - Mrs. Cartier made the following notation regarding changes to the minutes:
 - Section 7b Mr. Sposato made a motion for the Executive Director's salary
 - Section 3a Mrs. Cartier never said "...not satisfied...".
 - Section 3b should reflect that Mrs. Sacco did not review the recording.
 - Section 8b discussion regarding fixed assets and recycling equipment not reflected.
 - Section 3d remove.
 - Section 7c remove "abandoned"
 - Motion seconded by Mrs. Cartier with changes; all in favor; motion carried.
- Mr. Hall asked for public comment; referred public comment to discussion regarding the Non-Smoking Policy.
- New Business

- Annual Elections
 - Mr. Sposato made a motion to table annual elections due to member absences until June 14, 2016; seconded by Mrs. Cartier; all in favor; motion carried.
 - Mr. Conlon presented Fiscal Year End Reports
 - Mr. Conlon presented Fiscal Year 2017 Budget
 - Mr. Sposato made a motion to accept the FYE 3/31/2017 400-1 budget, seconded by Mrs. Cartier, all in favor, motion carried.
 - Mr. Sposato made a motion to accept the FYE 3/31/2017 MRVP budget, seconded by Mrs. Cartier, all in favor, motion carried.
 - Mr. Sposato made a motion to accept the FYE 3/31/2017 HCV budget, seconded by Mrs. Cartier, all in favor, motion carried.
 - Resolution 2016-06 Wage Match Policy presented by Mrs. Bergeron
 - The Authority does not currently have a policy in place. DHCD is requiring a policy due to the regulations to conduct Wage Match.
 - Motion made by Mr. Sposato to approve the Wage Match Policy, seconded by Mrs. Cartier, all in favor, motion carried.
 - Review of Non-Smoking Policy
 - Mr. Sposato made a motion to amend the Non-smoking Policy to add a designated smoking area as determined previously, seconded by Mrs. Cartier, public discussion ensued.
 - Comments from residents were the concern for shut-ins not able to get to designated area; the possibility of being allowed to smoke on porches or behind the buildings, etc.; comments from non-smokers who attempted to represent their feelings about smoking. The residents in attendance were quite animated in regard to their opinions. The Board made suggestions and reminded the tenants that the process to approve the policy included their input from the beginning.
 - All in favor; motion carried.
- Treasurer's Reports
 - 400-1 Revolving Fund Register
 - Housing Choice Voucher Register
 - Payroll register
 - Sundry Expense Report
- Executive Director's report
 - Tenant's Accounts Receivable Report
 - Work Order Report
 - Vacancy Report
- Any other business that may legally come before the board
 - Mr. Sposato presented a report from April 26, 2016 Workshop. The workshop focused on the format of minutes, bulleting; focus should be on attend and voting highlights; the town may permit the Authority to archive its minutes on their server; possibility of hiring a recording secretary.
 - Mr. Sposato asked board members to bring viable examples to the next meeting.

- Next meeting will be June 14, 2016.
- Motion to adjourn made by Mr. Sposato, seconded by Mrs. Cartier, all in favor, motion carried.