

Town of Bellingham MA

10 Mechanic Street, Bellingham MA 02019

MINUTES06.14.2016

Bellingham Housing Authority
Meeting Minutes
June 14, 2016 held at Wrentham Manor

- Call to Order at 6:03 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	Debra Sacco, Treasurer
Lawrence J Sposato, Jr, Vice Chairman	Sandra Tracy, Commissioner
Linda Cartier, Commissioner	Monique Bergeron, Executive Director
Residents	

- Approval of minutes of March 8, 2016 meeting (amended)
 - Motion to accept minutes made by Mrs. Cartier, seconded by Mr. Sposato, all in favor, motion carried.
- Approval of minutes of April 12, 2016 meeting (amended)
 - Motion to accept minutes made by Mrs. Cartier, seconded by Mrs. Sacco, all in favor, motion carried.
- Approval of minutes of May 10, 2016 minutes
 - Typo in 3.1.3.2, should be "Mr."; missing section regarding land presented Mrs. Bergeron
 - Amended minutes to be presented at next scheduled meeting
 - Discussion regarding public input and minute presentation; summary only is sufficient
 - Discussion regarding minute format; will change to bulleting at the third level
 - Mrs. Cartier noted that public input should show that discussion was referred to Non-Smoking Policy discussion
- Public Input
 - Mrs. Cohen inquired about sidewalk repairs; Mrs. Bergeron explained that should any tenant have questions about improvement, they should address issues with her first; explained that the process is under way with DHCD
 - Mrs. Swartz requested the introduction of new board member, Mrs. Tracy.
- New Business
 - Election of Officers
 - Mr. Sposato nominated Mr. Hall as Chairperson, seconded by Mrs. Sacco, Mr. Hall accepted, all in favor, nomination carried.
 - Mrs. Cartier nominated Mr. Sposato as Vice-Chairperson, seconded by Mrs. Sacco, Mr. Sposato accepted, no other nominations, all in favor, nomination carried.
 - Mr. Sposato nominated Mrs. Cartier for Treasurer, seconded by Mrs. Sacco; Mrs. Cartier accepted, no other nominations, all in favor, nomination carried.
 - Mrs. Cartier nominated Mrs. Sacco for Assistant Treasurer, seconded by Mr. Sposato, Mrs. Sacco accepts, no other nominations, all in favor, nomination carried.
 - Budget Certification – new form

- Mrs. Bergeron presented the new DHCD budget certification form that was distributed on May 18, 2016; the old forms are unacceptable.
- Mrs. Sacco made note that Mrs. Cartier has a “q” at the end of her name on page one; Mrs. Bergeron will correct before sending to DHCD.
- Appointment of Chief Procurement Officer
 - Mrs. Bergeron explained that Office of the Inspector General is requesting the official document that indicates that the Executive Director is the official CPO. CPO designation is outlined in the Bellingham Housing Authority By-laws.
 - Mrs. Sacco made a motion to authorize the Executive Director Chief Procurement Officer, seconded by Mr. Sposato, all in favor, motion carried.
- Section Eight Management Certification
 - Mrs. Bergeron explained the certification program for the Housing Choice Voucher program. The certification is a tool to establish quality control in the program.
- Treasurer’s Report
 - Members reviewed highlights, trends and issues from the check registers
- Accountant’s Report
 - Members reviewed highlights, trends and issues from the accountant compilations
 - Examination of Office supplies, retained earnings, and fraud recovery (HCV) occurred
- Executive Director’s Report
 - Highlights of report presented
 - Current vacancies: Zero
 - Requested Mrs. Cartier and Mr. Hall sign Signatory Card for Dean Bank
- Any other business that may legally come before the board
 - Discussion regarding next meeting. Board vote to cancel July meeting made by Mrs. Sacco, seconded by Mrs. Cartier, all in favor, motion carried
- Meeting Closure
 - Next meeting August 9, 2016
 - Motion to adjourn made by Mrs. Cartier, seconded by Mr. Sposato, all in favor, motion carried.