

Town of Bellingham MA

10 Mechanic Street, Bellingham MA 02019

MINUTES11.15.2016

Bellingham Housing Authority
Meeting Minutes
November 15, 2016 held at Wrentham Manor

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

The regular meeting of the Housing Authority Board of Commissioners was held at Wrentham Manor. The following members, staff and others were present:

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|---------------------------------------|----------------------------|
| Lawrence J Sposato, Jr, Vice Chairman | Linda Cartier, Treasurer |
| Debra Sacco, Assistant Treasurer | Sandra Tracy, Commissioner |
| Monique Bergeron, Executive Director | |
| Residents | |

- Approval of minutes of October 11, 2016 meeting
 - Mrs. Cartier requested changes to minutes as follows:
 - Correct Mrs. Cartier's title
 - Mr. Sposato made motion to approve solar contract
 - Add in discussion of donation of tractor
 - Add in gas grill policy discussed with fire department & insurance company
 - Add in discussion regarding administrative assistant and hours
 - Add in discussion regarding Center St land
 - Motion to accept minutes made by Mrs. Cartier as amended, seconded by Mrs. Tracy, Mrs. Sacco abstained, all in favor, motion carried.
- Public Input
 - No response to request.
 - Mr. Penney interrupted New Business to impart his opinion on speeding. Mr. Sposato stated that the Authority has done all it can to deter speeding. Mrs. Bergeron will place reminder in newsletter. Mr. Sposato also asked that we look into a flashing sign.
- New Business
 - Presentation by Massachusetts Housing Partnership postponed and rescheduled to December 13, 2016 due to an emergency. Mr. Sposato introduced Mr. Fraine, Town of Bellingham Town Administrator and Mike Kupfer, Town of Bellingham Planner/Zoning Enforcement Officer.
 - Mr. Sposato gave a map of Bellingham and the location of the Center St properties. The properties located at the intersection of Fox Run Rd and Center St. Entrance/egress would be on Center St. A paper road runs through the property (Newland) and was never accepted by the town.
 - Mr. Fraine inquired about the possibility of the Authority developing town owned property at the North end of town. The property originally housed a mill which was destroyed on Pearl St. The property contains about six acres on the Charles River. Mr. Fraine explained that the town would obviously have to approved the sale, transfer or development of the property.
- Fiscal Year-end Schedule of All Positions and Compensation (DHCD)

- Mrs. Bergeron stated that this is a new form issued by DHCD and the payroll is based on FY2016 numbers. Discussion regarding a board vote.
- Mrs. Sacco made a motion to approve and sign the Schedule.
- Mrs. Cartier asked about the Maintenance Laborer position and the total salary.
- Motion seconded by Mrs. Tracy, Mrs. Sacco asked why the certification was after-the-fact. Mrs. Bergeron explained that the new form was not submitted to LHA's until October 28, 2016.
- Three in favor, one opposed, motion carries.
- Mrs. Cartier asked if the form was the same as another that the board signs/certifies. Mrs. Bergeron stated that the form she is referencing is the budget certification.
- Resolution 2016-13 Income Limits for Admission (DHCD)
 - Presented by Mrs. Bergeron; Income Limits are based on Net Income and taken from HUD Low Income Limits. Discussion regarding the actual dollars amounts occurred.
 - Motion to accept the 2016 DHCD Income Limits for Admission made by Mrs. Cartier, seconded by Mrs. Sacco, all in favor, motion carried.
- Resolution 2016-14 Contract Approval FISH# 025040 667-1 Depot Court Roof Replacement Phase II
 - Mrs. Bergeron presented the contract award to Kel Kor Inc at the lowest bid of \$43,834.00, approved by DHCD and references checked out good.
 - Questions regarding the contract process, bid process, and cost were discussed.
 - Mrs. Sacco made a motion to approve the contract, seconded by Mrs. Cartier, all in favor, motion carried.
- Resolution 2016-15 Southeast Regional Capital Assistance Team Nominees & Authorization
 - Mrs. Bergeron presented the SERCAT Nominees for Board members. Mrs. Bergeron explained what the RCAT is and the requirements for the Advisory Committee. The election notice was issued on October 17, 2017, an email was sent months ago, to ask BHA board members if they wanted to run for this position (between June and September) and board members should vote but are not required to vote. The nominations are due by December 2, 2016.
 - Mrs. Sacco made a motion to abstain from the vote due to insufficient information to the actual qualifications of the nominees, seconded by Mrs. Cartier, all in favor, motion carried.
- Resolution 2016-16 Contract Approval Solar New Metering
 - Mrs. Bergeron stated that the contract was approved by DHCD and the BHA will receive the \$0.28 credit. The contract is for twenty years but there is a clause for the ability to terminate.
 - Motion made by Mrs. Cartier, seconded by Mrs. Tracy, all in favor, motion carried.
- Resolution 2016-17 Gas Grill Policy Amendment
 - Discussion regarding type of fuels and the ten-foot distance requirement.
 - Motion made by Mrs. Tracy, discussion, seconded by Mrs. Sacco, all in favor, motion carried.
- Resolution 2016-18 Grounds Policy Amendment
 - Discussion regarding specific changes; only addition of NO bird feeders.
 - Motion made by Mrs. Sacco, seconded by Mrs. Cartier, all in favor, motion carried.
- Treasurer's Report
 - Members reviewed highlights, trends and issues from the check registers.
 - Mr. Sposato inquired about the cost of water heaters and their placement.
 - Mrs. Cartier asked about payroll taxes, a MRVP check and the new computer.
- Accountant's Report

- Members reviewed highlights, trends and issues from the accountant compilations including a transfer of \$100,000.00 to our MMDT investment account.
- Executive Director's Report
 - Highlights of report presented
 - Presented information regarding emergency work needed at 21 Arthur St and water damage to joists and flooring
 - The new tractor is ordered at the lowest bid of \$19,461.00 from Norfolk Power.
 - Current vacancies: three.
 - Turn-around time for vacancies: September – fifteen days.
 - Mrs. Bergeron stated that she will be increasing the Administrative Assistant's hours to the 17 hours. Current hours are 12 hours per week at \$10.00 per hours. The budget (current) includes up to 18 hours (with no benefits).
 - Mr. Sposato mentioned that there is a law in place (about 2 years ago) that pertains to sick days for part-time staff. Mrs. Bergeron will research.
 - Mrs. Cartier would like to verify the budget for the salary with Mr. Conlon.
 - The BHA has received permission from the state to destroy documents. Documents include old applicants, financials, no data related to property or board related is included. Mrs. Bergeron explained that she will purchase a large, auto-feed shredder. The shred cost is over \$200.00 and a shredder will cost approximately \$300.00 and shred automatically. The cost can come from the computer line item.
 - A tenant on repayment has abandoned her unit; the balance will be written off.
- Any other business that may legally come before the board
 - Mr. Sposato stated that the Authority cannot utilize a town resident under the tax worker program. The Authority has no affiliation with the town's budget. A thought is maybe to have Kate take the minutes or Mrs. Bergeron will ask around.
 - Mrs. Bergeron mentioned the issues with the Blackstone Housing Authority and their non-profit and sewer payments. Discussion ensued.
 - Mrs. Cartier inquired if Mrs. Bergeron knew if Woonsocket Housing hired a new executive director. Mrs. Bergeron stated that the Executive Assistant is now the Director; she was originally Human Resources.
 - Mr. Sposato suggested that the Authority obtain a lighted sign for the speed limits. Mrs. Bergeron will investigate. Mr. Godbout stated that Mr. Penney is overreacting; normal traffic is within the limit. This is a tenant with medical issues and he does not feel there is a problem.
- Meeting Closure
 - Next meeting December 13, 2016
 - Motion to adjourn made by Mrs. Cartier, seconded by Mrs. Sacco, all in favor, motion carried.