

# Town of Bellingham MA

10 Mechanic Street, Bellingham MA 02019

## MINUTES10.11.2016AMENDED

Bellingham Housing Authority  
Meeting Minutes - Amended  
October 11, 2016 held at Wrentham Manor

- Call to Order at 6:09 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:

Joseph M Hall, Chairman	Lawrence J Sposato, Jr, Vice Chairman
Sandra Tracy, Commissioner	Linda Cartier, <del>Commissioner</del> Treasurer
Monique Bergeron, Executive Director	
Residents	

- Approval of minutes of August 9, 2016 meeting
  - Motion to accept minutes made by Mr. Sposato as amended (highlighted), seconded by Mrs. Cartier, all in favor, motion carried.
- Approval of minutes of September 13, 2016 meeting
  - Motion to accept minutes made by Mr. Sposato, seconded by Mrs. Tracy, Mrs. Cartier abstained, motion carried.
- Public Input
  - Mrs. Ladouceur and several other tenants presented their case for the Gas Grill Policy. Mr. Hall stated that a draft policy is on the agenda.
- Old Business
  - Resolution 2016-07 Firearm/Weapon Policy.
    - Final policy presented to the board by Mrs. Bergeron. The policy was reviewed by Deputy Fire Chief Mark Poirier; more definition was added to the draft policy and added legislation reference for explosive devices.
    - Mrs. Cartier made a motion to approve the Firearm/Weapon Policy with a notation that the policy was discussed with Deputy Chief Mark Poirier, seconded by Mr. Sposato, all in favor, discussion, motion carried.
  - Mrs. Bergeron provided another proposal from BlueWave for an increase to the net metering credit to \$0.28. Mrs. Bergeron received information from other authorities stating that the net metering program is a cost savings. Electricity costs usually rise annually and the net metering program offsets the increases.
    - ~~Mrs. Cartier~~ Mr. Sposato made a motion to approve the presentation of a contract for review to DHCD, seconded by Mrs. Tracy, all in favor, motion carried.
- New Business
  - Resolution 2016-11 Disposal of Fixed Assets
    - Disposal of an old lawn tractor (Cub Cadet) whereas the current additional repairs (\$700-900 750-900) are prohibitive while taking into consideration the age of the equipment (2007).

- Mrs. Cartier made a motion to approve Resolution 2016-11 disposal of fixed assets, seconded by Mr. Sposato, discussion regarding disposal and possible donation to educational facility (possibly Blackstone Valley Tech), all in favor, motion carried.
- Resolution 2016-12 Personnel Policy Amendment
  - Mrs. Bergeron presented changes to Personnel Policy in reference to the Cellular Telephone section. The section does not mirror the Maintenance contract.
  - Mr. Sposato made a motion to approve Personnel Policy changes, seconded by Mrs. Cartier, discussion, all in favor, motion carried.
- Mrs. Bergeron presented a draft Gas Grill Policy amendment. Discussion ensued. Mrs. Bergeron stated that she spoke to the insurance company and the Fire Chief in regard to policy; both parties stated that the grills must be ten feet away from the buildings.
- Mrs. Bergeron presented a draft Grounds Policy amendment. The current policy is grammatically incorrect and also allows the tenants to have bird feeders. Due to the issue with mice, especially at Depot Court, Mrs. Bergeron suggests to amend the policy to prohibit bird feeders.
- Treasurer's Report
  - Members reviewed highlights, trends and issues from the check registers.
  - Mrs. Cartier asked about a computer purchase, voided checks and an owner payment.
  - Discussion regarding the Administrative Assistant's worked hours and scheduled hours.
- Accountant's Report
  - Members reviewed highlights, trends and issues from the accountant compilations

Mr. Hall noted that Retained Revenue is now shown as detail on the reports.  
Discussion regarding income versus expenses as shown on the reports.
- Executive Director's Report
  - Highlights of report presented
  - Current vacancies: two.
  - Mrs. Bergeron stated that she will be out on medical leave next week for a routine medical procedure.
  - Mrs. Bergeron received some information in regard the no smoking policies at other agencies. The common problem are those tenants who continue to smoke in their apartments.
  - Mr. Hall requested turn-around time for vacancies.
  - Mrs. Bergeron presented the facts in regard to using tenant names: tenants at a meeting their names may be used in the minutes. However, should a tenant contact a board member, the tenants name should never be used including the mention of a tenant by another tenant.
  - Mrs. Bergeron presented the 2017 Budget Guidelines which were presented by DHCD recently.
  - Mrs. Cartier inquired about if the state has addressed gender in public housing. Mrs. Bergeron stated that she has not been notified of any changes.
- Any other business that may legally come before the board
  - Mr. Sposato brought up the subject of having someone take minutes instead of Mrs. Bergeron. Mr. Sposato can request someone from the Tax Work-off Program which will begin in December.
  - Mr. Sposato researched the parcels on Center St and will bring the map to the next meeting. The properties are about five acres. The property encompasses a lot from a private party and the Ukraine Cemetery. Mr. Ladouceur stated that the land near these lots on Fox Run are owned by the state.
- Meeting Closure
  - Next meeting November 15, 2016 (third Tuesday of the month due to Election Day)
  - Motion to adjourn made by Mrs. Cartier, seconded by Mrs. Tracy, all in favor, motion carried.

