

Town of Bellingham MA

10 Mechanic Street, Bellingham MA 02019

MINUTES05.09.2017Amended

Bellingham Housing Authority
Meeting Minutes - Amended
May 9, 2017 held at Wrentham Manor

- Call to Order at 6:04 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
Linda Cartier, Treasurer	Debra Sacco, Assistant Treasurer
Sandra L Tracy, Commissioner (arrived at 6:15 p.m.)	
Monique Bergeron, Executive Director	
Residents	

- Approval of minutes of April 11, 2017 minutes
- Mrs. Cartier made a motion to accept the minutes, seconded by Mr. Sposato, all in favor, motion carried.
- Public Input
 - No response to request for public input.
- Correspondence
 - Board thank you note written to Stop & Shop for meal box donations signed by members.
 - FY2020 Formula Funding Approval
- New Business
 - Resolution 2017-07 Income Limits for Admission (HUD)
 - Mrs. Bergeron presented the income limits for the housing choice voucher program.
 - Mrs. Cartier (noted that these limits are set) made a motion to approve, seconded by Mrs. Sacco, Mr. Sposato questioned if there were other areas; Mrs. Bergeron stated that is the only area; all in favor; motion carried.
 - Resolution 2017-08 Income limits for Admission (DHCD-MRVP).
 - Mrs. Bergeron presented the income limits for the MRVP program.
 - Motion to approve the new income limits made by Mrs. Sacco, seconded by Mrs. Cartier, all in favor, motion carried.
 - Resolution 2017-09 Contract approval for mini-split heat pumps & LED lighting.
 - Mrs. Bergeron presented the plan to install mini-split heat pumps at both 667 developments, LED pole lighting and LED bulbs. The program is sponsored by National Grid and will cost the authority zero dollars. The total cost will be approximately \$850,000.00.
 - Motion made by Mrs. Cartier to approve the contract, seconded by Mrs. Sacco, Mr. Hall asked what the catch was. Mrs. Bergeron stated there is none. Mrs. Sacco asked if we have to install anything. Mrs. Bergeron stated the authority will have to do no physical

labor. However, poles need to be replaced which has been budgeted in operating. All in favor, one abstention (Mrs. Tracy absent for discussion), motion carried.

- The mini-split heat pumps will also include air conditioning and includes the community rooms.
- Resolution 2017-10 HCV Accounts Receivable Write-offs.
- Mrs. Bergeron explained that a few vacated participants have balances that cannot be collected due to death or type of income.
 - Motion made by Mrs. Cartier to write-off, seconded by Mrs. Sacco. Mrs. Sacco inquired about a collection agency. Mrs. Bergeron any potential collectibles will be dependent on the persons income. The courts will not allow collection against someone receiving public assistance. Mrs. Bergeron can send this particular account to the Federal attorney. All in favor, motion carried.
- Resolution 2017-11 Tenant Accounts Receivable Write-offs
 - Mrs. Bergeron explained that a few vacated tenants have balances that cannot be collected due to death or type of income.
 - motion made by Mrs. Sacco to write-off accounts, seconded by Mrs. Cartier, all in favor, motion carried.
 - Notation that all accounts receivable write-offs (except deceased) will be sent to the attorney's in order to prosecute if necessary.
- Resolution 2017-12 Write off Massachusetts Rental Voucher Program Accounts Receivable.
 - Motion made by Mrs. Cartier to write off receivable, seconded by Mrs. Sacco, participant is deceased, all in favor, motion carried.
- FYE2017 Certification of Compliance with Lead-based paint Laws.
 - Mrs. Bergeron presented that the certification is an annual requirement and that the authority is in compliance. The form was signed initially at beginning of year but is now required twice per year.
 - Motion made by Mrs. Cartier, seconded by Mrs. Sacco, all in favor, motion carried.
- Resolution 2017-13 Close Massachusetts Rental Voucher Program waiting list
 - Mrs. Bergeron presented that the waiting list 126 applicants and the program is fully leased.
 - Date of September 15, 2015 as date of meeting was crossed out and "May 9, 2017" written in with Mrs. Bergeron's initials. Mrs. Bergeron explained that the cross-out was sufficient.
 - Motion made by Mrs. Cartier, seconded by Mr. Sposato, all in favor, motion carried.
- Election of Officers
 - Mrs. Cartier nominated Mr. Sposato as Chairperson, seconded by Mrs. Sacco, Mr. Sposato accepted, nominations closed, all in favor, nomination carried.
 - Mrs. Tracy nominated Mr. Hall as Vice-Chairperson, seconded by Mrs. Sacco, Mr. Hall accepted, no other nominations, all in favor, nomination carried.
 - Mrs. Sacco nominated Mrs. Cartier for Treasurer, seconded by Mr. Hall; Mrs. Cartier accepted, no other nominations, all in favor, nomination carried.
 - Mrs. Cartier nominated Mrs. Sacco for Assistant Treasurer, seconded by Mrs. Tracy, Mrs. Sacco accepts, no other nominations, all in favor, nomination carried.
- Treasurer's Report
 - Mrs. Sacco inquired to the extra payroll reports where some indicate negative numbers. Mrs. Bergeron explained that the payroll system processed weekly payroll incorrectly and then had to be voided.
 - Mrs. Sacco asked about maintenance hours. Mrs. Bergeron stated that the scheduled hours are 19. However, they currently are working up to forty hours due to the ten vacancies.
 - Mr. Sposato asked if the software from Hampden Technologies could be purchased. Mrs. Bergeron explained that is a proprietary software that is cloud based and there is no purchase price.
 - Mrs. Cartier asked about maintenance staff overtime. Mrs. Bergeron explained that at this time overtime was for an on-call work order.

- Accountant's Report
 - Presentation of FYE2017 Financial statements by Mrs. Bergeron
 - Compensated absences were zero budgeted yet there is a figure in actual. Mrs. Bergeron stated that was probably due to unused time. Mrs. Bergeron will ask Mr. Conlon for specifics. Mr. Sposato would like to look at a three-year comparison on year end budgets.
 - Motion made by Mr. Hall to approve FYE2017 400-01 and MRVP Operating Statements, seconded by Mrs. Sacco, all in favor, motion carried.
 - Presentation of FYE 2017 Schedule of All Positions and Compensation by Mrs. Bergeron.
 - Motion made by Mrs. Sacco, seconded by Mr. Hall, all in favor, motion carried.
- Executive Director's Report
 - Highlights of report presented
 - Provided an update to the BlueWave solar project.
 - Information regarding hard-wiring the smoke detectors would be cost prohibitive. The cost would be over \$250,000.00. The hard-wiring will cause nuisance calls to the fire department. Sposato stated that the authority is within code and has known that all along.
 - Mrs. Sacco inquired about the open work orders. Mrs. Bergeron stated some are vacancies. Mrs. Sacco asked if Arthur St needed a lot of work. Mrs. Bergeron stated that most is wear and tear but the entire house needs painting. Mr. Sposato inquired if there would be issues with the move-out. Mrs. Bergeron stated that they are possibly over-income at this point.
- Any other business that may legally come before the board
 - Mrs. Cartier stated that she spoke to Mary Jane White, Medway Town Clerk, regarding the Medway Town elections. Mrs. Cartier noted that the housing authority board member was on the warrant in Medway. The Town Clerk received information from Boston that because there was no law or regulation that she should speak to her town council. Mr. Sposato explained that when you call Boston, there is an "attorney of the day". Therefore, you will get a different lawyer each time. Mr. Sposato indicated that this was about legislation from 2014 and Medway should have followed the regulation. Discussion ensued.
 - Mr. Sposato requested that the board member and policy documents be processed electronically in order for members to access at any time. Mrs. Bergeron stated she would begin as soon as possible.
- Meeting Closure
 - Next meeting June 13, 2017 with an Executive Session meeting.
 - Motion to adjourn made by Mrs. Cartier, seconded by Mr. Hall, all in favor, motion carried.
- Executive Session
 - Motion to adjourn to executive session made by Mrs. Cartier, seconded by Mr. Hall, roll call.