

Bellingham Housing Authority

Meeting Minutes

December 11, 2018 held at Depot Court

1. Call to Order at 6:07 p.m. for Regular meeting. Announcement made that the meeting is being recorded.

The following members, staff and others were present:

Joseph Hall, Chairman

Debra Sacco, Treasurer

Sandra Tracy, Assistant Treasurer

Robert W. Griffin III, Secretary

Monique Bergeron, Executive Director

2. Approval of November 13, 2018 Minutes
  - a. Ms. Sacco made a motion to approve the minutes; the motion was seconded by Ms. Tracy; all in favor, the motion carried.
3. Public Input
  - a. A resident inquired as to the status of the situation regarding the freezer. The board informed the resident that the housing authority has not come to a conclusion on this issue yet, and are unable to give any further details at this time.
4. Correspondence
  - a. PHA Network Newsletter
    - i. Ms. Bergeron informed the board that the newsletter was more informational regarding the proprietary software that the housing authority uses. Ms. Bergeron informed the board that she spoke with one of the representatives from the software company and was able to get a slight discount. The price increased from \$25.80 to a discounted \$26.20.
5. New Business
  - a. Budget Discussion
    - i. Ms. Bergeron asked the board to hire a full time employee as opposed to two part-time maintenance people. Ms. Bergeron informed the board that over the last 3 months she had lost another part-time employee, and has attempted to hire multiple people for the position with no avail. Ms. Bergeron explained that this has been an ongoing issue since 2014 which is costing the housing authority a lot of time and money due to sending applicants for physicals and time spent training.
      1. Ms. Bergeron explained that she had tried to recruit from the high school, as well as post the opening on indeed, in the Woonsocket Call, on the Bellingham Bulletin, posted the position on Channel 18, posted it on Facebook and many other places, but has not been able to fill the position.

2. Mr. Hall inquired as to if the salary would remain the same, Ms. Bergeron confirmed that the salary would remain the same that the two part-time position salaries would be converted into one full-time employee, just the long term costs would need to be considered, such as insurance.
  3. Ms. Sacco asked what the accountant's thought on the full-time position are. Ms. Bergeron informed the board that the accountant has not gotten back to her with an answer yet.
  4. Ms. Tracy asked if there was any way that we could plan ahead and set money aside for the future costs of having an additional full-time employee. Ms. Bergeron agreed and informed the board that she could look into an agency that would help to set up a system to budget for a portion of the future benefits.
- ii. Ms. Bergeron informed the board that the administrative assistant to the housing authority had recently obtained a part-time job with another housing authority that is paying her a larger salary. Ms. Bergeron explained that the administrative assistant had not received any raises besides the minimum wage increases since she started in the position. Ms. Bergeron asked the board to consider a raise for the position to be more competitive. Ms. Bergeron explained that the average wage for the position is \$15 to \$16 per hour.
1. Mr. Hall informed the board that additional increases in the minimum wage are anticipated.
  2. Ms. Sacco made a motion to raise the administrative assistant's salary to \$15 per hour; the motion was seconded by Ms. Tracy; all in favor, the motion carried.
    - a. Mr. Hall explained to the board that the raise is a budget line item and that the board is not required to pay that to any other administrative assistant should the current assistant decide to leave.
  3. Ms. Sacco made a motion to hire a full-time maintenance person in place of the two part-time employees; the motion was seconded by Ms. Tracy; all in favor, the motion carried.

b. 2019 Meeting Dates

- i. Ms. Bergeron presented to the board the proposed meeting dates as follows:

January 08, 2019	February 12, 2019
March 12, 2019	April 09, 2019
May 14, 2019	June 11, 2019
July 9, 2019	August 13, 2019
September 10, 2019	October 8, 2019
November 12, 2019	December 10, 2019

Ms. Sacco made a motion to approve the meeting dates as presented by Ms. Bergeron; the motion was seconded by Ms. Tracy; all in favor, the motion carried.

6. Treasurer's Report Period Ending November 30, 2018
  - a. Ms. Bergeron stated that there was nothing unusual on the report.
  - b. Ms. Sacco inquired as to the payroll, specifically overtime. Ms. Bergeron explained that if the employee is "on call" that it is a one hour minimum for overtime. There was also additional overtime for snow removal.
  - c. Ms. Bergeron explained that she is looking into snow removal policies in the interim while waiting for the new hire.
  - d. Mr. Hall inquired as to the landscaping charges. Ms. Bergeron stated that the charges were due to the tree cutting and the fall clean up.
7. Accountant's Reports
  - a. Mr. Conlon informed Ms. Bergeron prior to the meeting that he is concerned regarding the utilities as there is a large gap between the billing of National Grid and Blue Wave for the solar panels. This is a concern as he is having difficulty budgeting for the next fiscal year without all of the proper information.
8. Executive Director Reports
  - a. Ms. Bergeron restated that she met with the high school to hire students to work for the housing authority, but both potential hires obtained jobs elsewhere. Ms. Bergeron also explained that she submitted the completed capital improvement plan to RCAT. Ms. Bergeron stated that there is currently one vacancy and that she and the administrative assistant have been having issues with the wait list as the applicants are not responding.
    - i. Ms. Bergeron stated that the housing authority is collecting approximately 98 percent of its rents.
      1. Ms. Bergeron informed the board that the accounts receivable report is skewed due to residents not being paid until the last week of the month. Many accounts have been paid but are considered late as the payment was received on the first of the following month.
9. Any other business that may legally come before the board
  - a. No other items were discussed at this time.
10. Meeting Closure
  - a. Ms. Sacco made a motion to adjourn; the motion was seconded by Ms. Tracy; all in favor, the motion carried.
  - b. Meeting adjourned at 6:50 p.m.
  - c. Next meeting is scheduled for January 08, 2019 at Wrentham Manor.