

Bellingham Housing Authority

Meeting Minutes

January 29, 2019 held at Wrentham Manor

1. Call to Order at 6:00 p.m. for Regular meeting. Announcement made that the meeting is being recorded.

The following members, staff and others were present:

Linda Cartier, Vice Chairman	Debra Sacco, Treasurer
Sandra Tracy, Assistant Treasurer	Mark Ladouceur, Member
Monique Bergeron, Executive Director	Robert W. Griffin III, Secretary
Richard Conlon, Accountant	

2. Approval of December 11, 2018 Minutes
 - A. Ms. Sacco made a motion to approve the minutes with amendment to section 5.2, there were also items from the resident's discussion added to the minutes; the motion was seconded by Ms. Tracy; all in favor, the motion carried.
3. Public Input
 - A. No public input given at this time.
4. Correspondence
 - A. DHCD Formula Funding for FY2022 Award
 - I. Ms. Bergeron informed the board that this item was just an award letter in the amount of \$155,561.00.
 - B. Town of Bellingham Town Elections
 - I. Ms. Bergeron informed the board that Ann Odabashian emailed Ms. Bergeron that the hold over position will be placed on this year's ballot.
 - C. DHCD Regional Capital Assistance Team (RCAT) Quarterly Capital Programs Update
 - I. Ms. Bergeron informed the board that they had already received a majority of the information in the update; however there were some minor changes such as new studies that will be coming out and elections for RCAT.
 - D. Group Insurance Commission FY2022 Recommendations
 - I. The commission has recommended no changes to any of the policies; the only changes were to the tiers of providers as well as locations for treatment for items such as eye procedures.
 - E. US Department of Housing and urban Development (HUD) Contingency Plan for Payment Reserves Access
 - I. Ms. Bergeron explained that this was used to help fund housing authorities that were affected by the government shut down, however the Bellingham Housing authority was not affected due to its large reserves.
5. New Business
 - A. Resolution 2019-01 FY 2020 State-aided Public Housing 400-01 Budget Approval
 - I. Ms. Sacco made a motion to approve the resolution; the motion was seconded by Mr. Ladouceur; all in favor, the motion carried.

- B. Resolution 2019-02 FY2020 Massachusetts Rental Voucher Program Budget Approval
 - I. Ms. Sacco made a motion to approve the resolution; the motion was seconded by Ms. Tracy; all in favor, the motion carried.
 - C. Resolution 2019-03 FY2020 Federal Housing Choice Voucher Budget Approval
 - I. Ms. Sacco made a motion to approve the resolution; the motion was seconded by Mr. Ladouceur; all in favor, the motion carried.
 - D. Resolution 2019-04 FISH# 025048 667-2 Fire Alarm Panel Repairs
 - I. Ms. Bergeron explained to the board that the housing authority was requesting more funding from the state to help cover the repairs for the Fire Alarm Panels.
 - II. Ms. Sacco made a motion to approve the resolution; the motion was seconded by Mr. Ladouceur; all in favor, the motion carried.
 - E. Resolution 2019-05 FISH# 025048 667-1 Fire Alarm Panel Repairs
 - I. Mr. Ladouceur made a motion to approve the resolution; the motion was seconded by Ms. Tracy; all in favor, the motion carried.
 - F. Resolution 2019-06 FY2020-2022 State-Aided Capital Improvement Plan Amendment
 - I. Ms. Sacco made a motion to approve the resolution; the motion was seconded by Mr. Ladouceur; all in favor, the motion carried.
 - II. Ms. Bergeron explained to the board that they had previously notified the Housing Authority by letter to inform them of the extra capital, and that the resolution was needed to claim the funds.
 - G. Resolution 2019-07 Section 8 Management Assessment Program Certification Approval
 - I. Ms. Sacco made a motion to approve the resolution; the motion was seconded by Mr. Ladouceur; all in favor, the motion carried.
 - II. Ms. Bergeron explained to the board that the resolution was a self audit of the Executive Director.
6. Treasurer's Report Period Ending December 31, 2018
- A. 400-1 Revolving Fund Register, Housing Choice Voucher Register, Payroll Register, and Sundry Expense Register were reviewed and discussed by the board, Ms. Bergeron was able to answer all questions satisfactorily.
 - I. Ms. Tracy inquired as to what the Staples Advantage Account was. Ms. Bergeron explained that it is a membership for discounts on their pricing, however she does not believe that they will continue the membership as W.B. Mason is much more competitive on a lot of their prices.
 - II. Ms. Cartier inquired as to the status of the part-time office staff. Ms. Bergeron explained that the part-time position holder does split her hours between the Bellingham and Medway Housing Authorities, so going over her hours is not an issue at this time.
 - III. Ms. Sacco inquired as to if the Housing Authority would be reimbursed for the water damage. Ms. Bergeron explained that she is trying to get money for the asbestos removal associated with the water damage, however where the water damage itself occurred on two separate occasions, there is a \$5,000 deductible that applies to each occurrence.
7. Accountant's Reports
- A. Mr. Conlon explained multiple items of the accountant's report for the new fiscal year.
 - I. Mr. Conlon explained his concerns regarding the medical insurance, stating that the housing authority will eventually need more funds to continue the retiree's medical insurance.

- II. Mr. Conlon explained that the budget is flexible, and that if money is saved it can be transferred to a reserve as opposed to a town that needs to use the full amount.
- III. Mr. Conlon explained to the board the updated salaries for the Housing Authority Staff, including the new full time maintenance position as well as the part time clerk position's hourly rate change.
- IV. Mr. Conlon stated that there were increases in both the accounting and audit fee's for the Housing Authority, but that the Sundry Expense remained about the same.
- V. Mr. Conlon explained to the board that the contractual line items such as rubbish and snow removal are approximate and that the Housing Authority may use the money from different line items for other purposes so long as the overall budget remains the same.
- VI. Mr. Conlon explained to the board that they would eventually need to do an unfunded actuarial study for the retiree's medical. There will also be an increase in the budget for the following year due to the new full time employee.
- VII. Mr. Conlon explained that at this time, the Housing Authority is able to keep 100% of the credits for the electric from the solar company, and that these credits will be applied to the reserve.
- VIII. Mr. Conlon and Ms. Bergeron explained that they are planning to replace the light posts next year, and that the replacement is already factored into the budget.
- IX. Mr. Conlon explained that the Housing Authority's reserve may actually be too high and that the board and executive director may need to spend more money on projects in order to maintain the reserve.
- X. Ms. Cartier inquired as to Mr. Conlon's thoughts on hiring a new full time employee. Mr. Conlon explained that he believes the Housing Authority will have no issues with hiring a full time employee at this time, due to the size of the reserve as well as past costs for labor. The union will set the salary for the new position, but he will receive full benefits.

8. Executive Director Reports

A. Tenant's Account Receivable Report

- I. Ms. Bergeron explained that the accounts receivable are a little higher than normal due to the holiday season. Ms. Bergeron stated that all of the water damage has been repaired at this point. Ms. Bergeron also explained the situation with the fire alarm system as well, stating that she had to call several people to address this issue as the approximate cost to dig up and find the wire that needs to be replaced is roughly \$20,000.00.

B. Work Order Reports

- I. Ms. Bergeron explained that the staff was able to complete all of the work orders within, including the carry over work orders within one month.
- II. Ms. Bergeron also informed the board that there are several transfers waiting within the Housing Authority.

C. Employee Time Report

- I. Ms. Bergeron explained that she is going to lose a week of vacation time, as she has too much work to complete at this time. Ms. Sacco inquired as to if the board could override the Executive Director's contract to allow her to carryover the vacation time. Mr. Conlon stated that he believes the board could make a motion to approve the carryover at the next meeting. Further discussion is needed at the next scheduled meeting.

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 Mr. Ladouceur; all in favor, the motion carried.
 - B. Meeting adjourned at 7:03 p.m.
 - C. Next meeting is scheduled for February 12, 2019 at Depot Court.