

Bellingham Housing Authority

Meeting Minutes

June 12, 2018 held at Depot Court

1. Call to Order at 6:00 p.m. for Regular Meeting. Announcement made that the meeting is being recorded. Note: the titles assigned reflect results of annual board elections.

The following members, staff and others were present:

Joseph M. Hall, Chairman

Debra Sacco, Treasurer

Monique Bergeron, Executive Director

Mark Ladouceur, Board Member

Linda Cartier, Vice Chairman

Sandra Tracy, Assistant Treasurer

Robert W. Griffin III, Secretary

Residents

2. Approval of March 22, 2018 Minutes

A. Ms. Cartier made a motion to approve the March 22, 2018 minutes with a change to item 8-A regarding the resident's letter in the minutes, the motion was seconded by Ms. Sacco; all in favor, the minutes were approved as amended.

3. Approval of April 24, 2018 Minutes

A. Ms. Cartier made a motion to approve the April 24, 2018 minutes, the motion was seconded by Ms. Sacco; all in favor, the minutes were approved as submitted.

4. Approval of May 15, 2018 Minutes

A. Ms. Sacco made a motion to approve the May 15, 2018 minutes, the motion was seconded by Mr. Ladouceur; discussion ensued regarding several changes to be made to the minutes, including the mention of the new job position description.

B. Ms. Sacco and Mr. Ladouceur withdrew their motions, and the board agreed to table this item until the August 14, 2018 meeting.

5. Public Input

A. A resident inquired as to the repairs that had been done on some of the units, as he had seen a company using a dumpster that was labeled asbestos. Ms. Bergeron informed the residents that the only possible access to asbestos was if they had cut through the walls. She also informed the residents that the quantities were not dangerous as there was less than nine percent of the substance found in the joint compound and less than one percent of the

substance found in the flooring. The residents were restricted from accessing the units in question during the renovations for their safety as well.

- B. Ms. Tracy arrived to the meeting at 6:08 pm.
- C. Another resident asked if the maintenance department employees belonged to a union. Ms. Bergeron and Mr. Ladouceur informed the tenant that they are in fact part of the union. The resident inquired as to why the housing authority could only hire another part-time employee, as opposed to a full-time employee. Mr. Conlon informed the board and tenants that due to the retirement and medical benefits required for the employee, that the housing authority does not have the funds for a full time employee.
- D. The same resident also inquired as to if the housing authority could hire a student to assist with maintenance. Ms. Bergeron agreed to reach out to the schools to try to create and fill the position. The student would be paid minimum wage for the position.
- E. Ms. Bergeron also informed the board and residents that a contractor was hired to assist the maintenance department by painting some of the units, and that she was currently searching for a plumber as well as an electrician to do some additional work.

## 6. Old Business

- A. Approve Amended Executive Director Contract Mandatory Cover Sheet
  - 1. Ms. Bergeron informed the board that DHCD had sent the document back as the contract term needed to be amended from the years 2017-2019 to the years 2018-2020, as it needed to coincide with the proposed salary increases.
  - 2. At this time a resident inquired as to whether the tree near her unit was the housing authority's property. Ms. Bergeron informed the tenant that it was in fact their property, and that she would have maintenance address the issue. She also inquired as to if the housing authority sprayed for bugs, as she had seen little red bugs outside. Ms. Bergeron informed the resident, that they do have a pest control company that sprays quarterly, and to inform the office if she has any further concerns.
  - 3. Ms. Cartier made a motion to approve the Amended Executive Director Contract Mandatory Cover Sheet, the motion was seconded by Ms. Sacco; all in favor, the motion carried and the documents were signed by the board.

## 7. New Business

- A. Annual Board Elections
  - 1. Ms. Tracy nominated Mr. Hall for the position of chairman; there were no other nominations; Mr. Hall accepted the nomination of chairman.

2. Ms. Sacco nominated Ms. Cartier for the position of vice chairman; there were no other nominations; Ms. Cartier accepted the nomination of vice chairman.
3. Ms. Cartier nominated Ms. Sacco for the position of treasurer; there were no other nominations; Ms. Sacco accepted the nomination of treasurer.
4. Ms. Cartier nominated Ms. Tracy for the position of assistant treasurer; there were no other nominations; Ms. Tracy accepted the nomination of assistant treasurer.

B. Resolution 2018-08 Fiscal Year 2019 4001-01 Budget Re-vote

1. Ms. Cartier made a motion to approve the fiscal year 2019 400-01 budget with the DHCD changes as outlined by Mr. Conlon. The motion was seconded by Ms. Tracy; all in favor, the motion carried.

C. Resolution 2018-09 Fiscal Year 2019 MRVP Budget Revision #1

1. Ms. Cartier made a motion to approve the fiscal year 2019 MRVP budget with the DHCD changes as outlined by Mr. Conlon. The motion was seconded by Ms. Sacco; all in favor, the motion carried.

D. Resolution 2018-10 Fiscal Year 2019 HCV Budget Revision #1

1. Ms. Cartier made a motion to approve fiscal year 2019 HCV budget with the DHCD changes as outlined by Mr. Conlon. The motion was seconded by Ms. Sacco; all in favor, the motion carried.

E. Credit Card Policy Draft

1. Ms. Bergeron provided to the board samples of different credit card policies for other housing authorities in the area to look over. Ms. Bergeron explained that although Mr. Conlon is opposed to the housing authority having a credit card, due to credit card abuse of other housing authorities, that she feels the housing authority should have a credit card for emergency use. This card is to be used in instances such as when residents needed to be relocated due to water damage in their apartments, as the hotels would not accept cash or check.
2. Ms. Bergeron also informed the board that she would like access to a credit card for items such as Stamps.com that the office does not currently have in order to save time. Ms. Bergeron would also like to be able to update the AVG antivirus with the new credit card.
3. Ms. Bergeron also informed the board that she has updated the personnel policies to reflect disciplinary actions for misuse of the credit card, as well as other cards that the housing authority already holds, such as the Home Depot, Lowes and gasoline cards. Ms.

Bergeron confirmed that the card would stay locked in a safe in the office.

4. Ms. Sacco asked Mr. Conlon if other housing authorities he worked with had their own credit card, and how the credit limits were established. Mr. Conlon confirmed that the other housing authorities do have the card, and Ms. Bergeron explained that they would only apply for a specific pre-determined amount for the line of credit.
5. It was asked if the housing authority could have a debit card instead, to which Mr. Conlon wanted his opposition explicitly noted.
6. Ms. Sacco asked that the new policy include that the executive director must get written permission from a board member for a purchase over the amount of \$ 500.00.
7. After discussion Ms. Bergeron, Mr. Conlon and the board agreed to revisit this topic at the August 14, 2018 meeting.
8. Ms. Sacco left the meeting at 6:45 pm.

#### 8. Correspondence

##### A. Email: Budget Review Complete

1. The board reviewed the copies of the email thread they were given regarding the online budget submission.

##### B. Formula Funding Completed Projects

1. Copies were distributed and reviewed by the board. Ms. Bergeron was able to answer all questions regarding reserves and allocations satisfactorily.

##### C. Formula Funding for FY 2021

1. Copies were distributed and reviewed by the board; Ms. Bergeron informed the board that the budget was approved at a total of \$139,824.00. Ms. Bergeron also informed the board that DHCD granted the housing authority an additional 5 vouchers from Glen Meadow in Franklin.

#### 9. Treasurer's Report

##### A. 400-1 Revolving Fund Register, Housing Choice Voucher Register, Payroll Register and Sundry Expense Report.

1. Ms. Bergeron informed the board that the Housing Authority has hired another employee to work for the summer, but she is still in the processes of hiring another one to two people to do maintenance work for the housing authority.

2. Ms. Bergeron informed the board that there was a large charge in the amount of \$10,600.00 paid this month to cover the costs of engineering for the fire alarm panel project.
3. Ms. Bergeron was able to answer all other questions satisfactorily.

#### 10. Accountant's Report

- A. Mr. Conlon stated that there were no items at this time that were of concern to him regarding the accountant's report.

#### 11. Executive Director's Report

- A. Ms. Bergeron informed the board that she attended a conference, and will have her summary for the board at the next meeting. Ms. Bergeron also informed the board that the turnaround time on units is higher than usual as they do not have the staff. There was one vacancy at both developments as well as the Center Street project. Ms. Bergeron explained that there are still ongoing issues with the Center Street renovation including the appliances not being installed, and that she is going to reach out to DHCD to inquire as to if the housing authority can be reimbursed for the time the residence was unusable. One side of the Center Street project is set to be filled at the end of that week.
- B. Work Order Report/Tenant Account Receivable Report/Employee Time Off
  1. Ms. Bergeron was able to answer all questions regarding the Work Order report, Tenant Accounts Receivable report, and the Employee Time off Reports satisfactorily. Ms. Bergeron is to have the report amended to address the issue of incorrect number of outstanding work orders resolved.

#### 12. Meeting Closure

- A. After discussion, the board agreed to pass over the July 10, 2018 meeting. The next meeting is scheduled for August 14, 2018 at Wrentham Manor.
- B. Motion to adjourn made by Ms. Sacco at 7:04 p.m., seconded by Mr. Ladouceur, all in favor, the motion carried.