

Bellingham Housing Authority

Meeting Minutes

March 12, 2019 held at Depot Court

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:

Joseph M. Hall, Chairman	Linda Cartier, Vice Chairman
Debra Sacco, Treasurer	Sandra Tracy, Assistant Treasurer
Monique Bergeron, Executive Director	Robert W. Griffin III, Secretary

2. Approval of January 29, 2019 minutes
  - A. Ms. Cartier made a motion to approve the minutes; the motion was seconded by Ms. Sacco; all in favor, the motion carried.
    - I. Discussion ensued. Ms. Cartier inquired as to where the corrected minutes would be found for the board to review. Ms. Cartier suggested additional edits to be made to the previous minutes such as including the hours for the Executive Director's Assistant, the addition of Ms. Sacco suggesting we include the names of residents as well as including information about the letter Ms. Bergeron sent out to the residents.
3. Public Input
  - A. A resident suggested to Ms. Bergeron that once a year they replace the heating elements in each residence. Ms. Bergeron informed the resident that the preventative maintenance list has already been updated to include that item. Ms. Bergeron stated that the schedule has been made so that one building will be addressed every month.
  - B. A resident inquired as to if the housing authority sprayed for mosquitoes in the summer. Ms. Bergeron stated that under normal circumstances the Housing Authority does not spray for mosquitoes, but that she would look into it, as typically the state is responsible for spraying.
4. Correspondence
  - A. MassNAHRO State Public Housing Programs FY2020 Budget Priorities
    - I. Ms. Bergeron informed the board that per the legislative meeting she attended, MassNAHRO provided them with several priorities that they would like the legislatures to concentrate on, including subsidy to increase 1.5%, increasing the minimum rent from \$5.00 to \$50.00, also a statewide no smoking ban within 25 feet of any building.
      - i. Ms. Cartier inquired if the 25 foot ban would apply to the property or just the buildings. Ms. Bergeron stated that at this time it just applies to the building themselves.
      - ii. Ms. Cartier also inquired what Ms. Bergeron is doing with the current smokers within the Housing Authority. Ms. Bergeron stated that she and her assistant have undertaken a project documenting all active smokers in the complex and documenting

which step they are at in regards to eviction. Ms. Bergeron stated that they recently installed new cameras to monitor the smoking areas as well.

B. MassNAHRO Executive Director Contracts & Compensation Power Point Presentation

- I. MassNAHRO wanted to make sure that taking the contracts to court as a class action had the support of the Executive Directors and Housing Authorities.

C. MassNAHRO/KP Law Correspondence to DHCD regarding Executive Director Contracts

- I. Ms. Bergeron informed the board that unfortunately between the two agencies, MassNAHRO and DHCD, the Executive Director contracts may need to be taken to court. The last communication they had, dated November 1, 2018, from MassNAHRO to DHCD had no response from DHCD.

D. MassNAHRO Alert for House Bill 4981 Tenant Board Members

- I. Ms. Bergeron informed the board that the bill is currently before the house and the senate but at this time it is still held up.

5. New Business

A. Executive Director Performance Evaluation Form

- I. Ms. Bergeron distributed the forms to the board. Mr. Hall was informed that the board decided at the last meeting to not require the tenant evaluation reports.

B. Bellingham Housing Authority Agreed-Upon Procedures Report 3/31/2018

- I. Ms. Bergeron informed the board that the Housing Authority scored a 99.99% due to one error. Ms. Bergeron stated that the error was because she had included the five highest administrative salaries as opposed to the five highest salaries within the entire Housing Authority. The item has already been corrected and resubmitted.

C. Resolution 2019-08 HUD-5077-CR Civil Rights Certification

- I. Ms. Bergeron informed the board that the document is an annual form sent to HUD. Ms. Cartier made a motion to approve the Resolution, seconded by Ms. Sacco; all in favor the motion carried.

D. Resolution 2019-09 FISH# 025057 667-1 & 667-2 Kitchen Cabinets and Counter Replacement Contract Approval

- I. Ms. Bergeron stated that DHCD has approved the low bid for the kitchen cabinets for buildings 10 at both Depot Court and Wrentham Manor which include 15 units. Ms. Cartier made a motion to approve the resolution, the motion was seconded by Ms. Tracy; all in favor, the motion carried.

E. Resolution 2019-10 Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

- I. Ms. Bergeron stated that this item is also an annual notification. Ms. Cartier made a motion to approve the resolution, the motion was seconded by Ms. Sacco; all in favor, the motion carried.

6. Treasurer's Report period ending January 31, 2018 and February 28, 2019
  - A. 400-1 Revolving Fund Register, Housing Choice Voucher Register, Payroll Register and Sundry Expense Report.
    - I. Ms. Bergeron informed the board that she did officially hire a new maintenance person for the housing authority.
    - II. Ms. Bergeron informed the board that the only items of concern were the payments for GIC and the Fire Alarm Panel replacements. Ms. Sacco inquired as to if the panel's included a warranty. Ms. Bergeron stated that she has not been provided with the warranty at this time, but they do have one.
    - III. Ms. Cartier inquired as to if there were any updates on the solar panels. Ms. Bergeron informed the board that they had a savings of \$ 28,823.52 over the past year.
    - IV. Ms. Cartier inquired as to the reasoning for the voided checks. Ms. Bergeron informed the board that it was due to the check stock being left in the printer accidentally.
    - V. Mr. Hall stated that the Housing Authority is \$40,000.00 below budget with electric due to the solar conversion.
7. Accountant's Report
  - A. There were no questions on these items at this time.
8. Executive Director's Report
  - A. Tenant's Accounts Receivable Report, Employee Time Report, and Work Order Report
    - I. Ms. Bergeron stated that she has spent much of her time at seminars and in training recently, as well as in housing court. Ms. Bergeron stated that as of February 28<sup>th</sup>, there was one vacant unit which is being filled shortly.
    - II. Ms. Cartier inquired as to if Ms. Bergeron was able to disclose anything regarding the private meeting. Ms. Bergeron stated that she had the attorney mediate for several groups of tenants that were not getting along.
    - III. Ms. Bergeron stated that there will be more costs next month as they are in the process of physically evicting someone.
    - IV. Ms. Cartier inquired if they could carry over the week of vacation for Ms. Bergeron as it was brought up at the last meeting.
      - i. Ms. Cartier made a motion to carry over the week of vacation time for one fiscal year; the motion was seconded by Ms. Sacco; all in favor, the motion carried.

9. Any other business that may legally come before the board
  - A. A resident inquired if the main doors could get automatic door openers as the doors are too heavy and the housing authority has extra money in the budget. Mr. Hall and Ms. Bergeron stated that the extra in the budget is not “free cash” but that they will look into addressing this issue, as it may have to be done under capital expenditures.
10. Meeting Closure
  - A. Next meeting April 9, 2019 at 10 Wrentham Manor
  - B. Ms. Cartier made a motion to adjourn, the motion was seconded by Ms. Tracy; all in favor, the motion carried.
  - C. Meeting adjourned at 6:42 pm