

Bellingham Housing Authority

Amended Meeting Minutes

May 15, 2018 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, Chairman	Debra Sacco, Vice Chairman
Monique Bergeron, Executive Director	Robert W. Griffin III, Secretary
Mark Ladouceur, Board Member	Residents

2. Approval of March 22, 2018 Minutes

- A. Ms. Sacco made a motion to approve the March 22, 2018 minutes, motion was seconded by Ms. Cartier, and discussion ensued. Ms. Cartier suggested several revisions to the minutes.
- B. The board made the decision to table approval of the minutes until the June 12, 2018 meeting.

3. Approval of April 24, 2018 Minutes

- A. Ms. Sacco made a motion to approve the March 22, 2018 minutes, motion was seconded by Ms. Cartier, and discussion ensued. Ms. Cartier suggested several revisions to the minutes.
- B. The board made the decision to table approval of the minutes until the June 12, 2018 meeting.

4. Public Input

- A. A resident expressed that there are many occasions where visitors have parked behind of her car where she was unable to leave. Ms. Bergeron stated that she will have a sign added to the parking area for the resident to try to deter the issue. Ms. Bergeron also stated that she has been speaking with the local towing companies to have visitors parked in the incorrect area towed.
- B. A resident inquired as to when the sidewalks by their unit would be repaired. Ms. Bergeron explained that the sidewalks were to be repaired that week.

5. New Business

- A. Annual Board Elections

1. This item was tables until the June 12' 2018 meeting, as some of the board members were absent from the meeting.

B. Fiscal Year End Certifications/Financial Statements

1. Ms. Bergeron explained the Certifications and Statements to the board, and informed the board that the amount of the Tennant's Account Receivable was \$ 1494.00, as she is unable to get a printout of the report. Ms. Bergeron was able to answer all questions satisfactorily, and the documents were given to the board to sign and approve.

C. Resolution 2018-07 Approval for Replacement of Fire Alarms Panels

1. MS. Bergeron informed the board that the lowest bid to replace the fire alarm panels was \$ 17,000.00, which was \$ 20,000.00 less than the other bid. Ms. Bergeron did inform the board that the repairs were pending DHCD approval. Ms. Sacco made a motion to approve the resolution pending DHCD approval; Ms. Cartier seconded the motion; all in favor, the motion carried.

6. Correspondence

A. DHCD Central Waiting List Portal Update

1. Ms. Bergeron explained that the document was an email sent to her regarding the schedule, explaining that the system should be operational by December.

7. 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 is still looking for another employee, but she has someone interested in doing janitorial work. Ms. Bergeron is to have a new job description created by DLI to accommodate this new position.
2. Ms. Cartier inquired as to if the new salary rates had been applied. Ms. Bergeron informed the board that all rate increases should have been applied, and that the salary for the Housing Authority Secretary needs to be updated.

8. Accountant's Report

- A. The yearend report was reviewed by the board members. Ms. Bergeron informed the board that there was no additional money in the budget according to the report.

9. Executive Director's Report

- A. Ms. Bergeron informed the board that as of April 30, there were three vacancies which was not including the Center Street project; the average turnaround time was twenty-eight days which was seven days longer than the average. Ms. Bergeron also informed the board that three residents moved out, and a tenant meeting was scheduled, but was canceled as the tenants were

able to handle the situation without the assistance of the Executive Director. A feasibility study was also completed on the Depot Street parking lot project. The project is going to cost approximately \$80,000.00, divided into two separate phases at a cost of \$ 40,000.00 per phase, as there are septic tanks that need to be removed prior to starting the project. Ms. Cartier inquired as to the status of the Center Street project; Ms. Bergeron informed the board that she had another meeting with the contractors, and that they were given a punch list to complete and will have a final walk through prior to the next meeting.

- B. Work Order Report/Tennant Account Receivable Report/Employee Time Off
  - 1. Ms. Sacco inquired as to the number of outstanding work orders on the report as it appeared to be higher than usual. Ms. Bergeron explained that the report automatically generates a column of the total of outstanding work orders from each previous month, as opposed to removing the completed work orders from the calculation. Ms. Sacco asked if this information could be removed from the report as to accurately display the outstanding work orders, which Ms. Bergeron agreed to look into.
  - 2. Ms. Bergeron was able to answer all other questions regarding the Work Order report, Tennant Accounts Receivable report, and the Employee Time off Reports satisfactorily.

#### 10. Meeting Closure

- A. Next meeting is scheduled for June 12, 2018 at Depot Court
- B. Motion to adjourn made by Mr. Ladouceur at 6:45 p.m., seconded by Ms. Sacco, all in favor, the motion carried.