

Bellingham Housing Authority

Meeting Minutes

November 13, 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.

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

2. Approval of October 16, 2018 Minutes
 - a. Ms. Sacco made a motion to approve the minutes; the motion was seconded by Mr. Ladouceur; all in favor, the motion carried.
3. Public Input
 - a. The resident that had come before the board at the last meeting, addressed the board to give them an update on his situation. He had brought his case to the grievance board, which did not change its stance on the freezer unit. The resident informed the board that Ms. Bergeron provided him with a Reasonable Accommodation form to assist him. As of the time of the meeting, he still does have the freezer in his residence.
 - b. The same resident inquired as to if the housing authority could have a police officer come to the parking lot to monitor for speeding cars. Ms. Bergeron informed the resident that the housing authority is a state agency and therefore the town will not supply a police officer to the area.
4. Correspondence
 - a. Public Housing Notice 2018-21 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance 11/17/18-11/17/19
 - i. Ms. Bergeron informed the board that the notice was an annual update; copies were already provided to the board. Ms. Bergeron also informed the board that the update provided the housing authority with a new insurance company.
 - b. Final Bill Language for Tenant Member Appointments in Towns
 - i. Ms. Bergeron informed the board that the documents they were given are the proposed verbiage for the bill, but that there is no bill number at this time. Ms. Bergeron has asked to be informed of any updates to the bill and any changes in Massachusetts law regarding the bill.

5. New Business

a. Resolution 2018-12 Disposal of Fixed Assets

- i. Ms. Cartier inquired if the housing authority uses a scrap metal program. Ms. Bergeron informed the board that they do not have a scrap metal program, however, Mass Save does reimburse the housing authority \$50 for each refrigerator that is given to them, and she has also sold some of the items in the past. Ms. Bergeron is looking to sell some of the other items being replaced.
- ii. Ms. Sacco made a motion to approve the resolution; the motion was seconded by Ms. Tracy; all in favor, the motion carried.

b. Resolution 2018-13 State-Aided Capital Improvements Plan FY 2019-2023

- i. Ms. Bergeron informed the board that the only items she had added to the plan were automatic door openers and a handicapped ramp for a unit, as she had received a Reasonable Accommodation request for the items.
- ii. Ms. Bergeron informed the board that the cabinet project is still in the pre-bid phase, they were able to identify 12 out of 16 units with 4 alternates to have the upgrades completed in.
- iii. Ms. Bergeron informed the board that the current estimate for upgrades on the handicapped accessible units is projected at \$341,000.00. She stated that these items are spread out until 2023, and that the plan is always in flux, so some of the items and expenses may change.
- iv. Ms. Sacco inquired as to why the cost to install the generator at Depot Court was \$75,000.00, as this is astronomical. Ms. Bergeron explained that this is due to the install being a prevailing wage project. Ms. Bergeron also explained that the housing authority is able to potentially do some of the items at a lower cost if they are able to find a sole proprietor that is willing to do the work, however the money saved must be transferred to another project.
- v. Ms. Sacco made a motion to approve resolution 2018-13 State-Aided Capital Improvements Plan FY 2019-2023; the motion was seconded by Mr. Ladouceur; all in favor, the motion carried.

6. Treasurer's Report Period Ending October 31, 2018

- a. Ms. Sacco inquired as to if Mr. Conlon had provided the housing authority with the credit information for the solar panels and National Grid. Ms. Bergeron stated that she had reached out to Mr. Conlon regarding these items, and that he had not yet answered her, she is to reach out to him again.
- b. Ms. Bergeron explained the report to the board, including some large disbursements on the account, such as expenses paid to Frank Clines for the roadways, seal coating and line striping; he has been paid in full in the amount of \$ 12,600.00 as the project is completed.
- c. There were also payments made in the amount of \$ 4,370.00 to the architects for the kitchen upgrades project, also, the quarterly insurance was paid for employees and retirees.

- d. Ms. Cartier inquired as to if the Center Street Project was completed, Ms. Bergeron informed the board that the project was completed and both residences are already rented out to new tenants.
- e. Ms. Bergeron stated that at this she is still looking for a new employee for the housing authority.

7. Accountant's Reports

- a. Ms. Bergeron stated that there were no expenses at this time that were of concern, besides the previous water damage repairs.

8. Executive Director Reports

- a. Ms. Bergeron stated that the report fluctuates as payments may be received after the report was generated. She stated that she did have one eviction pending, but that the resident had moved out voluntarily over the weekend.
- b. Ms. Bergeron stated that she may use another week of vacation time around the week of Christmas in order to use up some of the time.
- c. Ms. Bergeron went over the work order report with the board and explained that they had 8 work orders for the month that had not been resolved, due to a large number of requests, and being short staffed.
- d. Ms. Bergeron stated that there are only 2 vacancies at this time, both at Wrentham Manor.

9. Any other business that may legally come before the board

- a. No other business was 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 6:26 p.m.
- c. Next meeting is scheduled for December 11, 2018 at Depot Court.