

Bellingham Housing Authority

Meeting Minutes

October 16, 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:

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 September 11, 2018 Minutes

- a. Ms. Cartier made a motion to approve the minutes subject to the proposed changes; the motion was seconded by Ms. Sacco; all in favor, the motion carried.

3. Public Input

- a. A resident inquired as to if the housing authority would be able to install automatic doors that will open on their own, as the doors on the buildings can be difficult to open when carrying groceries, etc.. A different resident suggested that the hydraulic closing mechanisms on the doors be adjusted, as it is the reason the doors are difficult to open. Ms. Bergeron is to look into how to address the issue.
- b. Two residents addressed the board requesting an extension to the hearing regarding a freezer that they had purchased. The residents were looking to appeal the decision of Ms. Bergeron to have the residents remove the freezer they purchased from their unit. Upon further investigation by Ms. Bergeron, it was determined that the freezer and other major appliances, not already included in the units, are not allowed per state and tenant lease guidelines. Ms. Bergeron and the board informed the residents that they do not need to remove the freezer at this time, but they will need to request a grievance hearing in order to proceed with their appeal as the board has no say in the matter at this time.
- c. The same residents inquired as to if a sign and speed bumps could be added to the parking lot as residents are parking on the new cross walk. A resident suggested installing "speed humps", but Ms. Bergeron informed the board they are not economical as they have to dig into the ground to install them, additionally it becomes an issue with plowing. The board has agreed to look into other potential fixes to address those issues.
- d. A resident stated that the rugs in the hallways smell musty. Ms. Bergeron informed the board and residents that she does not believe it is the rugs that are the issue. Ms. Bergeron stated that she believes it may be the crawl spaces that the scent is coming from, but there are no signs of water in the crawl spaces. Ms. Bergeron is to get an estimate to have the rugs cleaned.

- e. A resident also inquired as to the current maintenance hiring situation. Ms. Bergeron informed the board and the residents that she is still actively searching for a new maintenance person, but has not found anyone qualified at this time. Ms. Bergeron stated that she has started hiring outside companies to perform some maintenance tasks, such as a landscaper for exterior maintenance.
  - f. Several residents inquired as to how to run the heating systems in their units with the cold winter weather fast approaching. Ms. Bergeron explained the systems and answered a multitude of questions regarding settings, lights on the panels and the lack of remotes for the systems.
4. Correspondence
- a. DHCD Executive Director Contract Failure to Meet requirements
    - i. Mr. Hall informed the board that there is nothing for the board to do at this time, as several housing authorities have had the same issue and are currently addressing it with the state.
5. Old Business
- a. Credit Card Policy
    - i. Ms. Bergeron amended the credit card policy suggested at the last meeting and presented the board with an updated version including any changes the board had suggested previously.
    - ii. Ms. Cartier confirmed with Ms. Bergeron that the board would be notified if the card should ever be misused. Ms. Bergeron informed the board that they would be informed of any misuse of the card in an executive session. Ms. Cartier also confirmed that the credit card limit was \$10,000.00 and that the board would be notified to approve any purchases over \$500.00.
    - iii. Ms. Sacco made a motion to approve the credit card policy as presented; Ms. Cartier seconded the motion; all in favor, the motion carried.
  - b. By-law Change Discussion
    - i. Ms. Bergeron informed the board that the attorney suggested not to make any changes to the by-laws. Ms. Cartier suggested that a change needs to be made to the article to remove the section stating that the Executive Director is to be the secretary. Mr. Hall and Ms. Bergeron are to look into this before the next meeting.
6. Treasurer's Report Period Ending September 30, 2018
- a. Ms. Bergeron stated that there were no expenses that stood out to her on the report at this time. Ms. Bergeron informed the board that checks were written out for the seal coating and striping. Mr. Hall asked if the report could be sorted by vender name as opposed to by date to make the report easier to read.
  - b. Ms. Bergeron discussed the amount of money required to repair the water damaged rooms. Ms. Bergeron informed the board that she has requested the state reimburse the housing authority \$10,000.00 for the asbestos removal from the project.

- c. Ms. Cartier inquired if the electricity charges were known. Ms. Bergeron stated that she had reached out to Mr. Conlon regarding this, but has not heard back at this point.
- d. Ms. Bergeron also informed the board that she is going to reach out to the vocational school to see if they can manufacture metal numbers for the buildings, as opposed to ordering signage.

7. Accountant's Reports

- a. The board did not discuss this, as it was covered in previous sections.

8. Executive Director Reports

- a. Ms. Cartier inquired as to the status of the Center Street. Ms. Bergeron informed the board that both units on Center Street are currently rented and that the only vacancy within the complexes is currently being filled.

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. Cartier made a motion to adjourn; the motion was seconded by Ms. Sacco, all in favor the motion carried.
- b. Meeting adjourned at 6:53 p.m.
- c. Next meeting is scheduled for November 13, 2018 at Wrentham manor.