

Bellingham Housing Authority

Meeting Minutes

September 11, 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:

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

2. Approval of May 15, 2018 Minutes

- A. Ms. Sacco made a motion to approve the May 15, 2018 minutes, the motion was seconded by Ms. Cartier; Ms. Cartier made a suggestion a revision to the minutes. The original motion was withdrawn.
- B. Ms. Sacco made a motion to approve the May 15, 2018 minutes as amended; the motion was seconded by Ms. Cartier; all in favor, the motion carried.

3. Approval of June 12, 2018 Minutes

- A. Ms. Cartier made a motion to approve the June 12, 2018 minutes; the motion was seconded by Ms. Tracy; Ms. Cartier suggested several revisions to the minutes. The original motion was withdrawn.
- B. Ms. Cartier made a motion to approve the June 12, 2018 minutes as amended; the motion was seconded by Ms. Tracy; all in favor, the motion carried.

4. Public Input

- A. A resident asked if it would be possible to have the area weed wacked. Ms. Bergeron informed the resident that the housing authority is short staffed, but she is getting quotes from landscaping companies to do some additional maintenance, however this is a busy time for landscapers.
- B. Several residents asked if a crosswalk could be added from some of the buildings. Ms. Bergeron stated that she would ask the company that was doing other work to the parking lot if it could be added, but the budget for the project is very limited.
- C. One of the residents also asked if the housing authority had any savings with the new A/C units. Ms. Bergeron informed the resident that there is no concrete evidence yet of any savings as there is a delay in the billing. The resident also informed the board that he does not believe that the A/C in his

unit is not working properly and that his unit is too warm. Ms. Bergeron is to have a contractor address this issue.

- D. A resident asked if additional signage could be added to the buildings to make the building numbers more visible. Ms. Bergeron stated that her only fear was that it would ruin the esthetics of the development. Ms. Bergeron is to look into additional signage that would help with this issue.

5. Correspondence

A. Public Housing Notice 2018-10 CHAMP Rollout in Concert with Blanket Waiver to 760 CMR 5.00

- 1. Ms. Bergeron explained the new program to the board members. Ms. Bergeron and Ms. Arcand both attended training on this new program.

6. Old Business

A. Credit Card Policy

- 1. The board suggested several redactions to the verbiage of the credit card policy as to not limit Ms. Bergeron in the emergency use of the card. The board also suggested a revision to the verbiage to the section of the policy pertaining to the store issued cards, as to not limit the housing authority should there be an addition of any cards in the future.
- 2. Ms. Cartier stated that she would like to have an additional meeting should the credit cards be misused. Mr. Hall and Ms. Bergeron informed the board that the employees of the housing authority do not fall under the jurisdiction of the board; however the board will be notified of any misuse of the card. Ms. Bergeron is to speak with the attorney to see how to address this.
- 3. Ms. Bergeron is to revise the credit card policy with the suggested changes and return with the amended policy at the next meeting.

7. New Business

A. Discussion of change(s) to By-laws & scribe

- 1. Ms. Cartier suggested to Ms. Bergeron that the by-laws must be amended to add Mr. Griffin as the secretary for the board.

B. Resolution 2018-08 Gas Grill Policy Amendment

- 1. Ms. Bergeron distributed the new Gas Grill policy to the board with the added changes from the fire department. Several residents voiced concerns regarding the changes to the policy.
- 2. A resident asked if the new policy would also address his electric smoker. Ms. Bergeron is to look into additional information on the smoker for the resident to see if he is allowed to use it.
- 3. Ms. Cartier made a motion to approve the new policy as amended; Ms. Sacco seconded the motion; all in favor, the motion carried.

C. Resolution 2018-09 Substantial Completion FISH# 025047 705-1 115 Center St Unit Modernization

1. Ms. Bergeron informed the board that the project is complete and that she is currently working on finding a tenant for the unit.
2. Ms. Cartier made a motion to approve the resolution; the motion was seconded by Ms. Tracy; all in favor, the motion carried.

D. Resolution 2018-10 Final Completion FISH# 025047 705-1 115 Center St Unit Modernization

1. Ms. Sacco made a motion to approve the resolution; the motion was seconded by Ms. Cartier; all in favor, the motion carried.

8. 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 not been successful in hiring an additional employee, as the employee is not able to be offered benefits. Ms. Bergeron has also posted the job in the bulletin and with the high school, but she has not had much interest.
2. Ms. Bergeron is to look into the savings from the solar panels and have that information for the board at the next meeting.
3. Discussion took place regarding other various aspects of the report; Ms. Bergeron and the board were able to answer and address all questions satisfactorily.

9. Accountant's Report

- A. Ms. Bergeron stated that there were no items at this time that were of concern to her regarding the report.

10. Executive Director's Report

A. Work Order Report/Tenant Account Receivable Report/Employee Time Off

1. Ms. Cartier inquired as to the status of the account receivables. Ms. Bergeron informed the board that all accounts are up to date.
2. Ms. Bergeron was able to answer all questions regarding the Work Order report, Tenant Accounts Receivable report, and the Employee Time off Reports satisfactorily.

11. Meeting Closure

- A. The next meeting is scheduled for October 09, 2018 at Depot Court.
- B. Motion to adjourn made by Ms. Cartier at 7:13 p.m., seconded by Ms. Tracy, all in favor, the motion carried.