

Bellingham Housing Authority

Meeting Minutes

May 14, 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.

Titles represent current election results

The following members, staff and others were present:

Linda Cartier, Chairman

Joseph M. Hall, Vice Chairman

Debra Sacco, Treasurer

Sandra Tracy, Assistant Treasurer

Robert W. Griffin III, Secretary

Monique Bergeron, Executive Director

2. Approval of April 09, 2019 minutes
 - A. Ms Cartier made a motion to approve the minutes with the suggested 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 address the outdoor area outside of her unit. Ms. Bergeron stated that it is on the list of things for the maintenance crew to address, but that they are waiting for the weather to cooperate before starting the project.
 - B. A resident asked if Ms. Bergeron had looked into installing automatic door openers. Ms. Bergeron stated that the housing authority had not looked into the project at this time, but that the costs to undertake the project, not as a capital improvement would be extensive, and that the fire alarms are the current priority.
 - C. A resident suggested that the hydraulics on the doors be converted to lower pressure to allow the doors to open easier. Ms. Bergeron stated that she would look into this as an alternative solution.
 - D. A resident inquired as to if there were any updates on the sidewalk project. Ms. Bergeron informed the residents that an architect/engineer was coming out on May 15th to measure and take pictures of what needs to be done so the sidewalks could be addressed.
 - E. One of the residents informed Ms. Bergeron on behalf of another resident that her lawn was very spotty and missing in places. Ms. Bergeron stated that she would have the maintenance crew look into the issue; discussion ensued as to if there were dogs in the area of the unit that could have caused the spots which Ms. Bergeron confirmed there were no dogs in that area.
4. Board Member Elections
 - A. Ms. Sacco nominated Ms. Cartier as chairman of the board; the nomination was seconded by Ms. Tracy. There were no other nominations for chairman; all in favor, Ms. Cartier accepted the nomination.

- B. Ms. Sacco nominated Mr. Hall as vice chairman of the board; the nomination was seconded by Ms. Tracy. There were no other nominations for vice chairman; all in favor, Mr. Hall accepted the nomination.
- C. Ms. Sacco nominated Ms. Tracy as treasurer of the board, the nomination was seconded by Mr. Hall; There were no other nominations for treasurer; all in favor, Mr. Hall accepted the nomination
- D. Mr. Hall nominated Ms. Sacco as assistant treasurer of the board; the nomination was seconded by Ms. Cartier. There were no other nominations for assistant treasurer; all in favor, Ms. Sacco accepted the nomination

5. Old Business

A. Executive Director Performance Evaluations

- I. A resident inquired as to who completed the performance evaluations. The board informed the resident that they did not require evaluations by the residents as they had in the past and that the evaluations were completed by each of the board members once they are all submitted.
- II. Ms. Sacco stated that she was very happy with the job Ms. Bergeron does with the housing authority. She stated that she is very responsive and always keeps the board informed.

6. New Business

A. Resolution 2019-13 Disposal of Assets

- I. Mr. Hall made a motion to approve Resolution 2019-11 2019 Fair Market Rent/Payment standards; the motion was seconded by Ms. Sacco; all in favor, the motion carried.

B. Resolution 2019-14 Housing Choice Voucher Administrative Plan & Amendment/GoSection8 Sublicense Agreement

- I. Ms. Bergeron informed the board that the resolution is a change to the current administrative plan for the section 8 program. MassNARHO will no longer be monitoring the software for the section 8 waiting list management. Ms. Cartier inquired as to if the housing authority had any choice regarding this change, Ms. Bergeron stated that the only option was to adopt the policy or to leave the program.
- II. Ms. Sacco made a motion to accept the resolution; the motion was seconded by Mr. Hall; all in favor, the motion carried.

C. Resolution 2019-15 Fiscal Year End Forms and Certifications

- I. Ms. Bergeron stated that these were the year-end requirements that are required by DHCD, one of the pages was the amended salary page from last month's meeting. Ms. Bergeron stated that the only change were the reserves. Attached were also the reports from Mr. Conlon regarding the section 8 and MRVP reserves which for 2 consecutive years were increased.
- II. Ms. Sacco made a motion to approve the resolution; the motion was seconded by Ms. Tracy; all in favor, the motion carried

7. Treasurer's Report period ending April 31, 2018

- A. Ms. Tracy inquired as to the purpose of several of the checks, including checks written to Elect Solar Net Meter, BCS Customer Management LLC and Odyssey Advisors. Ms. Bergeron stated that some of the checks had been reissued as they had not made it to the company. Ms. Bergeron also stated that BCS Customer Management LLC was the new company name for Elect Solar Net Meter. Ms. Bergeron informed the board that Odyssey Advisors is the company in charge of the GASB study that must be done every 3 years.
- B. Ms. Sacco inquired as to the amount of the Xfinity bill. Ms. Bergeron informed the board that the charge is just for internet and business phone service; however the rates are higher due to the housing authority being considered a business. The residents suggested changing to Fios, as some of the residents have Fios for their television services; Ms. Bergeron is to look into the other company.
- C. Another resident suggested switching to DirecTV, Ms. Bergeron stated that the state does not allow the housing authority to have external antennas, so DirecTV is not an option.

8. Accountant's Report

- A. Ms. Bergeron stated that she spoke to the DPW regarding the water bill that was mentioned at the last meeting. She informed the board that the previous bills were estimated readings, but that the new bills will be computed off of actual readings; however the DPW did write off a significant amount of the potential balance.
- B. Ms. Cartier inquired as to what the \$ 1,800.00 charge was from the last meeting. Ms. Bergeron explained that it was a portion of the GASB 75 audit that is divided across multiple line items for a total of \$ 5,400.00. Ms. Bergeron stated that this item was not budgeted as the state does not reimburse the housing authority for the audit; however the accountants are upset that the state does not cover the audit as it is mandated.

9. Executive Director's Report

- A. Tenant's Accounts Receivable Report, Employee Time Report, and Work Order Report
 - I. Ms. Bergeron stated that there was a reduction in the accounts receivable report as some of the residents had paid their balances.
 - II. Ms. Cartier inquired as to if there were any vacancies. Ms. Bergeron stated that there is one vacancy at Wrentham Manor that will be vacant for 3 months for modernization. The unit is going to be the first for the new cabinet and countertop installs.
 - III. Ms. Cartier inquired as to if there were any changes with residents smoking. Ms. Bergeron stated that there are some residents still smoking that she is currently working on. Ms. Bergeron is going to move on of the smoking tables for the residents.

- IV. Ms. Bergeron stated that she and Kaitlyn had corrected the work order reports to not include the extra carry over totals in an effort to streamline the report.
- V. Ms. Bergeron informed the board that she did take her vacation last week and that next week is her conference. Ms. Bergeron also informed the board that Kaitlyn will not be in the office while Ms. Bergeron is at conference.

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

- A. Ms. Bergeron informed the board that she did get notification via email that the budgets had been approved earlier that day.

11. Meeting Closure

- A. Next meeting June 11, 2019 at Wrentham Manor
- B. The motion to adjourn was made by Mr. Hall; the motion was seconded by Ms. Sacco; all in favor, the motion carried.
- C. Meeting adjourned at 6:35 pm