

Bellingham Housing Authority – Meeting Minutes

February 14th, 2023 at Wrentham Manor

1. Meeting called to order at 6:00

The following members present:

- Christopher Remillard – Chairperson
- Randy Hall – Vice Chairperson
- Debra Sacco – Treasurer
- Ronald Paulhus – Assistant Treasurer
- Linda Cartier – Board Member
- Edward Pelletier – Executive Director
- Cathy Vaillant – Administrative Assistant

2. Approval of January 10th, 2023 Minutes

- Mrs. Sacco motions to approve minutes, Mrs. Cartier seconds, Minutes approved, all in favor, motion passes 5-0

3. Public Input

- None

4. Old Business

- None

5. New Business

- Town Appointed Tenant Board Member position is still taking applications thru February 24th, 2023.

- The Executive Director contract is ending March 31st and the new contract must be reviewed next month with Richard Conlon. Today we reviewed the LHA Executive Director Salary calculation Worksheet with the DHCD calculated salary of \$79,290. Board to vote on a motion to approve the moving forward of this process. Mrs. Sacco motions to approve salary, Mr. Paulhus seconds, salary approved and motion to continue working on contract approved, all in favor, motions passes 5-0.

- BHA is to send out Executive Director surveys to all the tenants for review next month prior to voting on the new Executive Director contract.

6. Treasurer's Report

- Reviewed check registers
- Reviewed ACH debit card transactions
- Collection loss for 705, in the amount of \$1,634 to be voted on. - Mrs. Sacco motions to approve collection loss of \$1,634, Mrs. Cartier seconds, collection loss approved, all in favor, motion passes 5-0

7. Fee Accountant Report

- Review of the cost comparative and the MMDT Summary Report.
- Richard reviewed the budget to date in the prior week. Ricard gave BHA a list of things to spend some of the remaining money on before the end of this FY. Those items included two (2) automatic door openers at about \$12,000, License reader to add to our camera / security system for \$3,000. A shed for depot court, roughly 14' x 24' for \$20,000.
- Richard will attend next meeting to review FY24 budget.

8. Executive Director Report

- Annual recertifications have begun, about 30% are completed.
- Annual unit inspections have begun; 5 buildings have been inspected.
- Occupancy Report: One (1) vacancy at 667-2. Two (2) vacancies at 667-1, all 3 already have a verified new tenant ready for each unit.
- Maintenance Report: The turnover at 36 WM is complete, new tenant moves in February 17th. Two (2) units being turned at Depot Court, 53 & 58.

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

- March 14th, the original planned date for next board meeting conflicts with 2 board members. Due to the importance of this meeting as we are voting on the FY24 budget we are going to reschedule the March meeting for March 6th with an executive session from 6-7 and the public meeting starting at 7pm. Mrs. Sacco motions to approve the changed date of the meeting. Mr. Paulhus seconds, all in favor, motion passes 5-0.

- * Note that after this was voted on, we were informed this wouldn't work for Richard Conlon, we had to change the board meeting to what is shown on item 10.

10. Meeting Closure

- Next meeting is March 7th, 2023 at Depot Court at 7:00, with an executive session from 6-7pm.
- Mrs. Cartier motions to adjourn meeting, Mrs. Sacco seconds, all in favor, meeting adjourned at 6:30pm.