

**Bellingham Housing Authority - Meeting Minutes**  
**June 9, 2020 – virtually via ZOOM**

1. Mrs. Cartier calls meeting to order at 5:59

The following members present:

- Monique Bergeron, Executive Director
- Linda Cartier, Chairperson
- Joseph Hall, Vice-Chairperson
- Debra Sacco, Treasurer
- Sandra Tracy, Assistant Treasurer
- Russell Anzivino Jr, Secretary

2. Approval of May 19, 2020 Minutes

- Mrs. Sacco makes motion to accept; Mr. Hall seconds motion; no discussion; all in favor.

3. Presentation of Corrected Minutes

- A) February 11, 2020 – all good
- B) March 10, 2020 – all good

4. Public Input – none

5. New Business

- A) Resolution 2020-08 Approval of Substantial Completion FISH #025057 Kitchen Cabinets/Counters: Mrs. Bergeron advises the board already approved this. It is now needed just to complete payment. Mr. Hall motions to accept; Mrs. Sacco seconds the motion; all in favor; none opposed.

B) Resolution 2020-09 Executive Director Contract – Revised: Mrs. Bergeron states it is a revised contract that deletes the DHCD provision that they have the right to terminate the executive director but can recommend termination if something is done that puts tenants at risk or theft of money. Also, board approved salary was missing on worksheet. Additional issue was that the wrong box was checked on cover sheet for benefits and that only the second box needs to be checked. Last issue was that there needed to be clarification on Executive Directors vacation time – it states all vacation time must be taken, except one week, by end of the fiscal year. Mrs. Sacco makes motion to approve; Mr. Hall seconds the motion; no further discussion. Mrs. Bergeron states all members must stop by office to sign.

6. Treasurer's Report period ending May 31, 2020

- Mrs. Bergeron states the only large expense for the month was for "group insurance."
- Mrs. Cartier asks how things are going at Depot Street and Wrentham Manor. Mrs.

Bergeron states it has been quiet but over the last few weeks starting to try to address some issues that have been on hold. DHCD advised nothing to be on porch of units. Mrs. Bergeron is allowing two chairs and a table, preferably something that fold, but no plants, flags, storage containers, scooters. Nothing allowed in hallways. All residents seem to be healthy. No COVID deaths but some deaths unrelated to COVID. Working on getting food brought to both

Depot Street and Wrentham Manor. Van should start back to grocery store within next two weeks. Mrs. Cartier asks about two trees taken down – a rotten maple and a rotten cherry. Advised that three maples taken down at Wrentham Manor and one cherry tree at Depot Court because they were all rotted. Mrs. Bergeron also advised that the unknown abbreviation in the accountants report stands for “operating reserve” and this is in reference to the Fire Alarm FISH Job. Certain amount of money out of housing budget needs to be put aside to pay for it. Mrs. Cartier asks if the other part-time employee is working – Mrs. Bergeron advises she is. Mrs. Cartier asks the board for further questions – there are none.

#### 7. Executive Director Report

A) Tenant Accounts Receivable Report: Mrs. Bergeron states the report is staying “even.” Some residents have paid so it’s expected next month to see a decrease. Next month will vote on removing tenants who owe money. Additionally, maintenance cannot enter units and office cannot be opened until at least Phase 4 of Massachusetts Reopening or possibly Phase 5, if there is one. If someone comes into the office, they must have a mask. Each resident was given fifteen K95 masks from the state. Mrs. Tracy asked if residents need to make an appointment to come in – Mrs. Bergeron advised they do not. Mrs. Cartier asked if maintenance is only going in for an emergency – Mrs. Bergeron advised that is correct. Mrs. Cartier asks if the “group” came to paint – Mrs. Bergeron advised they have not and it probably won’t happen for a while. Mrs. Bergeron also has looked into other housing authorities to see if they are doing committees. She advised most do an Executive Director Search Committee, an Executive Director Evaluation Committee, but could not find anything on a committee for the tenants/issues/problems. Mrs. Bergeron also stated there are some webinar trainings if anyone is interested. Worksheet also included in monthly packet with electrical/solar comparison which shows real beneficial numbers. Mrs. Cartier asks about the re-examination – Mrs. Bergeron advises they are not being done this year. Mrs. Bergeron did look at one resident’s paperwork as he had a lot of medical and processed accordingly. Also, there have been no inspections inside the tenant’s apartments due to COVID.

B) Employee Time Report: Mrs. Bergeron carried one week with an extra three days and is taking time off.

#### 8. Accountant’s Report: Period Ending April 30, 2020

- No questions; no discussion.

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

- Nothing

10. Meeting Closure: Mrs. Cartier announces next meeting will be July 14, virtually. Mr. Hall makes motion to adjourn the meeting; Mrs. Sacco seconds the motion. All in favor; meeting adjourned.