

Town of Bellingham MA

10 Mechanic Street, Bellingham MA 02019

MINUTES10.10.2017

Bellingham Housing Authority
Meeting Minutes
October 10, 2017 held at Wrentham Manor

- 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:

Lawrence J. Sposato, Jr, Chairman	Joseph M Hall, Vice Chair
Linda Cartier, Treasurer	Debra Sacco, Assistant Treasurer
Sandra L Tracy, Commissioner (arrived 6:20 p.m.)	
Monique Bergeron, Executive Director	
Residents	

- Approval of September 12, 2017 minutes
 - Mrs. Cartier requested that the words “being taken” be removed from Section 2; “Mrs.” should be changed to “Mr.” in Section 4c; contract missing note in Section 5 (Mr. Hall stated that no note needs to be placed in that section); and in Section 6 Kate’s hours are incorrect. Mr. Sposato would like a notation in Section 7 to show Mrs. Sacco’s suggestion on maintenance staff.
 - Mr. Hall made a motion to accept the minutes subject to the changes, motion seconded by Mrs. Sacco; all in favor, motion carried.
- Public Input
 - Mr. Seifert was hoping that Norman would become full-time. Other residents concurred.
 - General questions regarding the mini split heat pumps answered.
 - Comment from Mr. Onorato regarding the landscaping was lacking over the summer. Mrs. Bergeron explained that the Authority will rectify the situation in the future by hiring a contractor.
- Correspondence
 - Formula Funding CIP Revision for Fire Panel Replacements
 - Mrs. Bergeron explained that the correspondence states replacement of smoke/heat detectors but the project is actually replacing fire alarm panels.
 - The panels are located in Fire Control Rooms at each Community Room. The panels are becoming obsolete. The panels are used to monitor the common area smoke detectors and development-wide heat detectors. The panel notifies the monitoring company (Custom Alarm) who in turn notifies the fire department and Authority staff.
- New Business
 - Resolution 2017-20 Approval of Substantial Completion 667-1 Depot Court Walkway Replacement
 - Motion made by Mrs. Cartier to approve Substantial Completion, seconded by Mrs. Sacco, all in favor, motion carried.
 - Resolution 2017-21 Public Records Request Policy
 - Mrs. Bergeron gave commissioners an updated version that has removed the reference to a particular person in the office to the position.

- Mrs. Sacco noted that the business hours are not the usual hours. Discussion ensued. Mrs. Bergeron will update the office hours.
- Resolution tabled to next meeting.
- Resolution 2017-22 Final Completion 667-1 Depot Court Walkway Replacement
 - Motion made by Mrs. Sacco to approve Final Completion, seconded by Mr. Hall, all in favor, motion carried.
- Resolution 2017-23 Maintenance Policy and Procedure Manual
 - Mrs. Bergeron explained that, as part of the Performance Management Review, LHA's are required to have certain policies in place. The Maintenance Policy is one that needed to be updated. The updated policy should include specifics that DHCD is looking for such as defining emergencies. Mrs. Bergeron used the Taunton Housing Authority's policy as a source.
 - Mrs. Cartier stated that she would like a chance to review. Mrs. Sacco noted that the "Table of Contents" does not match the page numbers.
 - Motion tabled to next meeting.
- Treasurer's Reports
 - Discussion regarding the part-time maintenance position. Mrs. Bergeron stated that Mr. Pedini has resigned effective October 5, 2017. The options are limited at this time due to the Authority being in mid-budget. Mr. Conlon does not recommend the Authority move forward with any full-time positions; this can be reviewed prior to FY2019 budget. Mr. Conlon suggested that the current part-time staff could temporarily work 28-29 hours per week for the remainder of the fiscal year. Mrs. Cartier stated that another full-time staff is a life-long burden for the authority. Mrs. Bergeron will obtain information about increase in hourly rates and if a part-time staff person's rate is also from the Department of Labor. Discussion regarding hiring contractors instead of hiring a new person. Discussion regarding the cost of health care benefits. The Board suggested that Mrs. Bergeron advertise for another part-time staff person in anticipation of winter coming and look at possibly contracting for services.
- Accountant's Report
 - Mrs. Bergeron received correspondence today that the Authority is being allowed to purchase a new truck.
 - Mrs. Cartier asked about Dwelling Rents and the variance. Mrs. Bergeron stated that dollar amount is partially from the long-term vacancy from Arthur St. The actual loss from rent at that unit was over \$6,000.00.
 - Mrs. Cartier also inquired about the line item Mobility Issued Fees. Mrs. Bergeron stated that the amounts can change monthly.
- Executive Director's Report
 - Highlights of report presented.
 - Turn-around time was thirty days. Mrs. Bergeron is looking at hiring a contractor to assist with vacancy painting.
 - Continuing issues with Work Order reports.
 - Mrs. Cartier asked about the hearing for North Attleboro Housing Authority. Mrs. Bergeron stated that housing authorities reciprocate services for these hearings. However, Mrs. Bergeron has resigned from that position.
 - Mrs. Sacco inquired about employee time off and if it was up to date. Mrs. Bergeron replied that the worksheets are current.
 - Mrs. Bergeron stated she contacted DHCD, the insurance company, the fire department and the building inspection department regarding the "smoking structure". Unfortunately, the insurance company stated that the structure would have to be owned by the housing authority in order for the structure to be insurable.
 - Mr. Bogan suggested that the structure be donated to the Authority. However, that would mean that the Authority would have to be responsible for maintenance of the structure.
 - Mrs. Bergeron received information from RCAT and the Authority's current project for a generator at Depot Court. DHCD has standards which are as follows: only provide a stand-by generator where required by the building code, (requesting additional information on this), must be diesel or natural gas and requires a storage tank, design cost between \$6,000.00 and \$8,000.00, and the project is underfunded by approximately \$25,000.00. Additional costs of a transfer switch, concrete pad and fencing are not included in the additional funds. Mrs. Bergeron has some additional avenues to pursue i.e. the vocational school or possibly an old generator in the area that is not being utilized.

- Any other business that may legally come before the board
 - Mrs. Cartier reminded Mr. Sposato about his research regarding relieving the burden of the secretary.
 - Mrs. Cartier asked if signatories could receive at least a two-day notice when checks are ready.
 - Mr. Bogan asked if any further information was available from the investigation and when there would be any further additional information. Mrs. Bergeron stated that the investigation is still open and no information is available. Mrs. Bergeron stated that there have been no additional issues.
- Meeting Closure
 - Next scheduled meeting is November 14, 2017 at 6:00 p.m. at Wrentham Manor
 - Motion to adjourn made by Mrs. Cartier, seconded by Mrs. Tracy , all in favor, motion carried.