

Bellingham Housing Authority

Meeting Minutes

March 22, 2018 held at Wrentham Manor

1. Call to Order at 6:05 p.m. for Regular Meeting rescheduled from March 13, 2018.

Announcement made that the meeting is being recorded.

The following members, staff and others were present:

Lawrence J. Sposato, Jr., Chairman	Linda Cartier, Treasurer
Debra Sacco, Assistant Treasurer	Joseph M. Hall, Vice Chair
Monique Bergeron, Executive Director	Robert W. Griffin III, Secretary
Residents	

2. Approval of February 13, 2018 Minutes

- A. Ms. Sacco made a motion to approve the February 13, 2018 minutes; the motion was seconded by Ms. Cartier. Minutes were approved as amended.

3. Public Input

- A. A resident came in to discuss two eviction notices he had received, as well as to make a complaint regarding the actions of Ms. Bergeron towards him. Mr. Sposato informed the resident that the board is unable to perform an investigation regarding his claims, nor is the board able to make a judgment upon his eviction, as it is outside of the board's purview. Mr. Sposato advised the resident to consult with his attorney to further pursue the issues, should he see fit.

4. Old Business

- A. Executive Director Contract

1. Mr. Sposato informed the board that they have received a copy of the Revised Executive Director's Contract that is meant to conform to the requirements of DHCD, discussion ensued.

- I. Ms. Bergeron reviewed the amendments that were made including the ability of DHCD to terminate Ms. Bergeron being removed, and the adjustments included to the personnel policy and the contract were in agreement regarding the Executive Director position's vacation and sick time.

- II. Ms. Bergeron confirmed that all changes were outlined on the cover sheet as required by DHCD.

- B. Performance Reviews

1. Mr. Sposato asked the board to submit the completed performance reviews for the Executive Director.

C. Executive Director Salary

1. Mr. Sposato discussed the options regarding the Executive Director's Salary as outlined by Mr. Conlon.

- I. Mr. Sposato stated that Mr. Conlon informed him that the current budget would be able to absorb the 39.5% salary increase from \$ 60,186.00 as outlined. The increase can be completed over a span of three or four years at the board's discretion, however in three years DHCD will be reassess the salary cap again.

- II. The board agreed to vote on this issue at the next meeting when Mr. Conlon is set to explain the budget.

D. PH Notice 2018-07

1. PH Notice 2018-07 was discussed and distributed to the board for their records.

5. New Business

A. Fiscal Year 2019 Budget Discussion

1. Mr. Sposato informed the board that Mr. Conlon will be attending the April 24, 2018 meeting to discuss the 2019 budget, and that the board should have an official budget to vote on at that time.

2. Ms. Bergeron asked if there were any additional issues the board would like to address that were not already outlined in the budget; discussion ensued.

- I. Mr. Sposato inquired as to whether or not the cost for a generator for the residents at Depot Court could be included. Ms. Bergeron informed the board that DHCD has approved the purchase of a generator under capital improvements and will contribute financially to the project.

- II. Ms. Bergeron stated that the generator will be addressed in the second year, as the roadway at Depot Court is failing in areas and takes precedent to the generator.

- III. Ms. Bergeron is also looking into programs at BVT that could cut down on the costs of the generator install.

- IV. Ms. Sacco inquired as to the status of the washing machine and dryers. Ms. Bergeron explained that the units are well maintained and generate their own income for replacement. It was asked if another washer could be added to the area, but Ms. Bergeron explained that there was not enough space.

- V. Ms. Cartier inquired as to if the repairs of concrete walkways have been completed. Ms. Bergeron informed the board that the concrete walkways, light and cameras will be repaired upon the approved budget, but will need continuous maintenance.

VI. Ms. Cartier also inquired as to the status of the Center St. project. Ms. Bergeron informed the board that the project is currently on hold until she is able to discuss the project with the contractor at a field meeting with DHCD.

B. Resolution 2018-01 Capital Improvement Plan Contract Approval

1. Mr. Hall made a motion to accept the resolution. Ms. Cartier seconded the motion; all in favor, the motion carried.

C. Resolution 2018-02 Department of Revenue Acknowledgment Confidentiality of DOR Information.

1. Mr. Hall made a motion to accept the resolution. Ms. Cartier seconded the motion; all in favor, the motion carried.

D. Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

1. Mr. Sposato signed to adopt the resolution.

E. Resolution 2018-03 Capital Improvement Plan FY2018-2022

1. Mr. Hall made a motion to accept the resolution. Ms. Cartier seconded the motion; all in favor, the motion carried.

F. Resolution 2018-04 Disposal of Fixed Assets

1. Ms. Cartier made a motion to accept the resolution. Ms. Sacco seconded the motion; all in favor the motion carried.

G. A resident made an outburst and inquired as to when repairs to the railing to the stairs by her unit would be completed. Mr. Sposato and Ms. Bergeron confirmed that the railing has already been addressed.

H. Resolution 2018-05 Approval of Change Order #1 FISH# 025047 Center Street Rehab

1. Ms. Bergeron informed the board of some issues with the project, such as the cabinets being delivered and left in the driveway in the rain. Ms. Bergeron also informed the board that there were other issues including the paint color of the project, and that she would be having a site meeting with the contractors to address other change orders that were submitted and the project's progress.
2. Ms. Cartier made a motion to accept the change order. Mr. Hall seconded the motion; all in favor the motion carried.

6. Treasurer's Report

- A. Ms. Cartier inquired as to the status of replacing the vacant maintenance position. Ms. Bergeron stated that a new candidate had come in to submit an application.
- B. Discussion ensued regarding other items on the report such as the printer charges and Blackstone Valley Realty Trust Payments.

7. Accountant's Report

- A. Discussion took place regarding various aspects of the accountant's report; Ms. Bergeron was able to answer all questions satisfactorily.

8. Executive Director's Report

- A. Ms. Bergeron presented to the board a letter from a tenant who could not attend the meeting, but wanted to express her support for Ms. Bergeron as the Executive Director.
- B. Ms. Bergeron stated she conducted a private conference for an applicant that was criminally ineligible; the applicant did not attend the meeting.
- C. Vacant units as of February 28, 2018 were zero with the exception of 115 Center Street which is still undergoing modernization. There was a 21 day turn around with two vacancies opening in February.

9. Meeting Closure

- A. Next meeting is scheduled for April 24, 2018 at Depot Court
- B. Motion to adjourn made by Ms. Cartier at 7:22 p.m., seconded by Mr. Hall; all in favor, the motion carried.