

Bellingham Housing Authority

Meeting Minutes

April 24, 2018 held at Depot Court

1. Call to Order at 6:03 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	Linda Cartier, Treasurer
Debra Sacco, Assistant Treasurer	Joseph M. Hall, Vice Chair
Monique Bergeron, Executive Director	Robert W. Griffin III, Secretary
Sandra L. Tracy, Commissioner	Richard Conlon
Residents	

2. Approval of March 22, 2018 Minutes

- A. The board came to an agreement to table the approval of the March 22, 2018 minutes until the next meeting.

3. Public Input

- A. A resident asked if they would be receiving a generator at Depot Court. Ms. Bergeron informed the residents that the generator is one of the items in the capital improvements plan. Ms. Bergeron explained that the generator will not be approved until next year, as the parking lot and roads are the primary concern for this year.
- B. Resident expressed that there are many people that still do not park in the proper designated areas. Ms. Tracy made a suggestion to color code the parking lot as other complexes have done, when the parking lot is repainted this summer.

4. New Business

- A. Approval of Fiscal Year 2019 Annual Operating Budget: 400-1

1. Mr. Conlon explained the budget. Mr. Conlon informed the board that the Housing Authority will be receiving a 10% or \$ 34,000.00 increase in operating budget. Discussion ensued on other line items including the ED Salary, Employee rates of pay and benefits among other items.
2. Ms. Cartier made a motion to accept the budget as presented; the motion was seconded by Mr. Hall; all in favor, the motion carried.

- B. Approval of Fiscal Year 2019 Annual Operating Budget MRVP

1. Mr. Conlon explained and discussed the budget with the board.
2. Ms. Cartier made a motion to approve the budget; the motion was seconded by Ms. Tracy; all in favor the motion carried.

C. Resolution 2018-06 Approval of Standard Contract MRVP

1. Ms. Bergeron explained and discussed the contract with the board.
2. Mr. Hall made a motion to approve the contract as presented; seconded by Ms. Sacco; all in favor, the motion carried.

5. Correspondence

A. Interim FY2018 Budget Approval

1. The board was notified of the budget approval.

B. Report on Agreed-Upon Procedure for FYE 03/31/2017

1. The board was given the procedure information for their records.

6. Treasurer's Report Period Ending 03/31/2018

A. 400-1 Revolving Fund Register

1. Discussion took place regarding various aspects of the register; Ms. Bergeron, and the board were able to answer all questions satisfactorily.

B. Housing Choice Voucher Register

1. Discussion took place regarding various aspects of the register; Ms. Bergeron, and the board were able to answer all questions satisfactorily.

C. Payroll Register

1. Discussion took place regarding various aspects of the register; Ms. Bergeron, and the board were able to answer all questions satisfactorily.

D. Sundry Expense Report

1. Discussion took place regarding various aspects of the report; Ms. Bergeron, and the board were able to answer all questions satisfactorily.

7. Accountant's Report 02/28/2018

- 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. Tenant's Account Receivable Report

1. Discussion took place regarding various aspects of the report; Ms. Bergeron was able to answer all questions satisfactorily.

B. Work Order Report

1. Discussion took place regarding various aspects of the report; Ms. Bergeron was able to answer all questions satisfactorily.

C. Employee Time Off Register

1. Discussion took place regarding various aspects of the register; Ms. Bergeron was able to answer all questions satisfactorily.

9. Meeting Closure

- A. Ms. Bergeron informed the board that Mr. Conlon would like to reschedule the May meeting to have time to compile the year end reports. Ms. Cartier made a motion to reschedule the next meeting to May 15, 2018 at Wrentham Manor; Mrs. Sacco seconded the motion; all in favor, the motion carried.
- B. Motion to adjourn made by Ms. Cartier at 6:54 p.m., seconded by Mrs. Sacco; all in favor, the motion carried.