

AGENDA
April 13, 2021
9:00 A.M.

1. Roll Call
2. Tenant Recognition
3. Guests
4. Correspondence
5. Maintenance Report for March, 2021
6. Old Business
 - 667-2 Septic System, #083043
7. New Business
 - Board Reorganization
 - FY2021 Budget Revision
 - 100 Prospect Street Office Renovations #083054, Contract Officer
 - 100 Prospect St. Window Lintel Project, #083053
 - Labor and Industry Rates
 - Executive Director New Hire
8. Review and approve the Minutes of January 23, 2020
9. Review and approve the Minutes of February 11, 2020
10. Review and approve the Minutes of February 24, 2020
11. Review and approve the Minutes of March 9, 2021
12. Review and approve Executive Director's Report for March, 2021
13. Review and approve Check Register through April 13, 2021
14. Review and approve the Employee Earnings through April 13, 2021
15. Review and acknowledge the Accountant's Report through February 28, 2021

Executive Director's Report
March, 2021

Apartment vacancies as of March 31, 2021 – 4

New leases signed in March, 2021 - 3

Wait list applicants as of April 1, 2021: 4283 family, 2111 elderly/handicapped, 6102 Champ total, 6394 our total.

Credits: \$0

The office continues to remain closed to the public until further instruction from DHCD or the Governor's Office. Office staff continues to work at office and home but due to the heavy workload we have to overlap in the office. The maintenance staff is disinfecting heavily trafficked areas once daily, performing grounds maintenance, and completing emergency work orders and apartment turnovers. Leslie's computer has crashed and we have ordered a replacement. Currently we are sharing a computer.

The Housing Authority partnered with the East Bridgewater Board of Health to conduct a COVID-19 vaccination clinic which was held March 4, 2021 at the Riddell Road Community Room. The second clinic was April 1, 2021.

Annual recertification of all tenants housed prior to 2021 has been completed with the exception of three tenants who have failed to supply complete and accurate information for a rent determination and two who have not signed their rent determination.

There was a site visit scheduled on March 17, 2021. There were no attendees. The bid opening was April 1, 2021 and two bids were received: Paxor Construction LLC - \$48,990 and Zander Corporation - \$57,000. The project was estimated at \$49,252.

Paradigm Energy Services has been evaluating the 667 properties to assess energy efficiency upgrades. Sustainability projects were required as part of our Capital Improvement Plan.

The new fire alarm panel at Riddell Road has been inspected and approved.

Alex Levesque, who will be landscaping the Riddell Road island area when the septic system is finished, has planned a concert for the tenants on Wednesday, April 28, 2021. This will be performed by the high school band and will be held outdoors on the island.