

MINUTES  
REGULAR MONTHLY MEETING  
October 10, 2017  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, October 10, 2017 with said meeting called to order at 9:00 a.m. by Chairman Joseph Dutcher.

Board Members Present:	Joseph Dutcher	Chairman
	Larry Davidson	Vice Chairman
	Sandra Luddy-Ross	Assistant Treasurer, Clerk

Board Members Absent:	James Wolfe	Treasurer
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Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant

Guests/Tenants:	Christine Butler
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Nancy presented the September, 2017 Maintenance Report. There were 62 work orders created, 60 completed and 5 outstanding. Fred Tully repaired a leak behind the shower wall in 53-7&8. Fred Tully replaced the valve stem and diverter in shower in 76-1. Jeff's Carpet Land installed new carpet in 52-6. Turnover complete in 52-6. Maintenance installed 15 new Anderson storm doors in 667-1. Huntington Electric performed the quarterly alarm testing at 34/44 and 100 Prospect Street.

**M/Davidson, S/Luddy-Ross.** Motion to approve the Maintenance Report for September, 2017 as presented. Unanimous.

Under Old Business, the open State Appointee Position was discussed. Sandra Luddy-Ross invited Christine Butler to the meeting to introduce her to the Housing Authority. Christine has an interest in the State Appointee position on the Board. The Commissioners know Tina and welcome her interest. She and Nancy will work together to secure the appointment.

The FY2018 Budget Guidelines have not been released yet.

The report for Performance Management Review was discussed. The housing authority was rated in seven areas: Occupancy Rate, Budget to Actual Variance, Operating Reserves, CIP Submission, Cap Spending, Annual Inspections, and Work Order Systems. There were no findings in any of these areas.

Fish #083039, the 667-2 and 705-1 roof repairs was discussed. The contractor, WPI Construction Inc., has not completed the final punch list yet. They are still at substantial

completion.

Fish #083040, hot water tank for 100 Prospect Street, was discussed. There will be a pre-construction meeting on Wednesday, October 11, 2017 at 100 Prospect Street with Kate Ferreira of the RCAT team, Joseph Sacchetti from MacRitchie Engineering, Inc., Glionna Plumbing and Heating Services, Inc., and Nancy Morris.

A draft of the Procurement Policy was discussed.

**M/Davidson, S/Luddy-Ross.** Motion to adopt the Procurement Policy as printed. Unanimous.

A draft of the Occupancy Policy was discussed.

**M/Davidson, S/Luddy-Ross.** Motion to adopt the Occupancy Policy as printed. Unanimous.

The Non-payment of Rent Policy adopted September 16, 1992 was discussed. Nancy explained that it is in conflict with the current state lease.

**M/Davidson, S/Luddy-Ross.** Motion to rescind the Non-payment of Rent Policy adopted September 16, 1992. Unanimous.

The Minutes of September 12, 2017 were discussed.

**M/Luddy-Ross, S/Davidson.** Motion to approve the Minutes of September 12, 2017 as written. Unanimous

The Executive Director's Report for September, 2017 was presented. There was one apartment vacancy as of September 30, 2017 and no leases were signed in September, 2017. There were no credits issued. The Performance Management Review (PMR) was conducted on Monday, September 18, 2017 by Kim Gomez, Housing Management Specialist, and Mayungbe Adeniyi, Facilities Management Specialist. The Agreed Upon Procedures (AUP) audit performed by Guyder Hurley will be on October 26, 2017. Nancy will attend the Fall Conference in Plymouth November 13 and 14, 2017. Sandra expressed interest in attending on November 13, 2017. Nancy shared the updated notices and regulations regarding the Open Meeting Law, 940 CMR 29.00.

**M/Davidson, S/Luddy-Ross.** Motion to approve the Executive Director's Report for September, 2017 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through October 10, 2017 were presented.

**M/Luddy-Ross, S/Davidson.** Motion to approve the Check Register through October 10, 2017 as presented. Unanimous vote.

**M/Davidson, S/Luddy-Ross.** Motion to approve the Employee Earnings Record through October 10, 2017 as presented. Unanimous vote.

The Accountant's Report for August 31, 2017 was discussed. Sandra pointed out that the Balance Sheet read "Easton," not "East Bridgewater." Nancy will have Daniel Robillard correct.

**M/Luddy-Ross, S/Davidson.** Motion to acknowledge the Accountant's Report through August 31, 2017, with the correction to the Balance Sheet. Unanimous vote.

Sandra asked Tina if she had any questions. Tina asked if the Board members keep the Board package. Nancy explained that sensitive material from Executive Session meetings are usually shredded with the official copy kept in the office.

Tina said that if the Board felt she was a good fit she will do her best. Nancy will reach out to Representative Diehl and Senator Brady for assistance.

**M/Luddy-Ross, S/Davidson.** Motion to adjourn the meeting at 9:30 a.m. Vote unanimous.

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Nancy J. Morris, Executive Director

Attested \_\_\_\_\_  
Sandra Luddy-Ross, Clerk