

MINUTES
REGULAR MONTHLY MEETING
November 9, 2021
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, November 9, 2021 with said meeting called to order at 9:00 a.m. by Chairman Joseph Dutcher. The Board Members met at 38 Riddell Road.

Board Members Present: Joseph Dutcher Chairman
 Larry Davidson Vice Chairman
 Sandra Luddy-Ross Assistant Treasurer
 Brenda Kozuch Member

Board Members Absent: Christine Butler Treasurer, Clerk

Others Present: Leslie Lundstrom Executive Director
 Cindy Grande-Gareis Administrative Assistant
 Daniel Robillard Milne, Shaw & Robillard, P.C.

Chairman Joseph Dutcher announced that open session will reconvene after the conclusion of Executive Session.

M/Luddy-Ross, S/Kozuch. 9:05 a.m. Motion to go into Executive Session.

Regular Session reconvened at 9:36 a.m. following Executive Session.

Daniel Robillard presented the Budget for Y/E 2022. Some of the key highlights were:

- The allowable non-utility expense (ANNUEL) was increased by 4%.
- \$45/unit directed budgeted exemption for the purchase and installation of stove-top fire stoppers.
- Continued \$75 directed budget exemption for each unit with a heat pump to support maintenance of Air Source Heat Pumps.

Motion: Larry Davidson moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 400-1 for fiscal year ending 6/30/2022 showing a revenue of \$796,741 and total expenses of \$797,634 thereby requesting a subsidy of \$10,165 and further that the Executive Director's total annual salary of \$72,667 for fiscal year ending 6/30/2022 be submitted to the Department of Housing and Community Development for its review and approval. Brenda Kozuch seconded the motion which, upon roll-call was passed by a vote of 4 for to 0 against.

Motion: Larry Davidson moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 689-1 for fiscal year ending 6/30/2022 showing a revenue of \$27,340 and total expenses of \$28,254 thereby requesting a subsidy of 0 and further that the Executive Director's total annual salary of \$72,667 for fiscal year ending 6/30/2022 be submitted to the Department of Housing and Community Development for its review and approval. Brenda Kozuch seconded the motion which, upon roll-call was passed by a vote of 4 for to 0 against.

Leslie presented the Maintenance Report for October, 2021. There were 54 work orders generated and 57 completed. Inspections were performed at 667-1 Riddell Road. Dorsey Plumbing replaced a heat exchanger at 75 Prospect Street and made repairs to the boilers at 100 Prospect Street. Plymouth County Sheriff's Department Work Crew donated their time to power wash the outside of 64 and 74 Prospect Street. Burgess Pest Control applied a treatment for cockroaches at 95 Prospect Street.

M/Davidson S/Kozuch. Motion to approve the Maintenance Report for October, 2021 as presented. Unanimous vote.

The board was given our Returned Mail Policy for review.

M/Luddy-Ross, S/Kozuch. Motion to accept the Returned Mail Policy. Unanimous vote.

The board was given our Capitalization Policy for review.

M/Davidson, S/Luddy-Ross. Motion to accept the Capitalization Policy. Unanimous vote.

The board was given our Candle/Open Flame Policy for review.

M/Davidson, S/Kozuch. Motion to accept the Candle/Open Flame Policy. Unanimous vote.

The board discussed the new DHCD Legal Services Program. DHCD will provide funds up to an annual limit of \$4,000.00 to engage with pre-qualified legal service practitioners for legal assistance with regard to the day-to-day operations of the Housing Authority, as well as to obtain specialized legal counsel and training on legal topics.

M/Davidson, S/Luddy-Ross. Motion to approve participation in the DHCD Legal Services Program. Unanimous vote.

Board Reorganization was discussed. We have a new board member and might be losing aboard member due to relocating.

M/Luddy-Ross, S/Kozuch. Motion to nominate Larry Davidson as Chairman. Unanimous vote.

M/Luddy-Ross, S/Kozuch. Motion to nominate Christine Butler as Vice Chairman. Unanimous vote.

M/Dutcher, S/Kozuch. Motion to nominate Sandra-Luddy Ross as Treasurer. Unanimous vote.

M/Luddy-Ross, S/Davidson. Motion to nominate Brenda Kozuch as Assistant Treasurer. Unanimous vote.

M/Luddy-Ross, S/Kozuch. Motion to nominate Joseph Dutcher as Clerk. Unanimous vote.

Updated contact lists have been provided to Board Members.

The minutes of September 14, 2021 were not approved due to a lack of quorum from that meeting.

The minutes of October 12, 2021 were discussed.

M/Luddy-Ross, S/Kozuch. Motion to approve the minutes of October 12, 2021 as presented. Unanimous vote.

The Executive Director's Report for October, 2021 was presented. There was one vacancy as of October 30, 2021 and no new leases were signed in October 2021. Zero credits were issued. Cindy Grande-Gareis attended a webinar training for CHAMP on October 4, 2021. Leslie Lundstrom and Cindy Grande-Gareis met with Kim Gomez from DHCD virtually on October 6, 2021 for our CHAMP PMR. Results will follow. Leslie Lundstrom and Peter Egan met with Captain Cadette from the Plymouth County Sheriff's Dept. Work Crew on October 14, 2021 to discuss power washing apts. 64, 74, 65 & 75 Prospect Street. Leslie Lundstrom and Cindy Grande-Gareis attended a private CHAMP class virtually on October 15, 2021. Inspections for 667-1 were performed on October 19, 2021. Leslie Lundstrom attended a SMEDA meeting on October 20, 2021. Christine DeVore, Director, Bureau of Housing Management and DHCD Team lead the topic discussion of a Fair Housing Policy, Language Access Plan and Reasonable Accommodation Policy. Also discussed was PMR Y/E 2022 regarding Affirmative Action Goals. The CD we have with Bluestone Bank that matures on 11-26-21 renews automatically unless we advise otherwise. I will let it renew. Leslie Lundstrom attended a Financial Elements webinar presented by Teresa Ewald, CPA and a Maintenance Modernization webinar presented by James Corner, Deputy Director, Fall River Housing as part of her MPHA (Massachusetts Public Housing Administrator Certification Program) requirement on October 22, 2021. Grande-Gareis attended a Word Mail Merge webinar on October 26, 2021. Surveys went out to see how many of our tenants would be interested in receiving COVID booster shots if we were to run a clinic.

M/Luddy-Ross, S/Kozuch. Motion to approve the Executive Director's Report for October, 2021 as presented. Unanimous vote.

The Check Register and Employee Earnings reports through November 9, 2021 were discussed.

M/Luddy-Ross, S/Kozuch. Motion to approve the Check Register through November 9, 2021 as presented. Unanimous vote.

M/Kozuch S/Luddy-Ross. Motion to approve the Employee Earnings Record through November 9, 2021. Unanimous vote.

The Accountant's Report through September 30, 2021 was discussed.

M/Kozuch, S/Luddy-Ross. Motion to acknowledge the Accountant's Report through September 30, 2021. Unanimous vote.

The Quarterly Operating Statement through September 30, 2021 was discussed.

M/Luddy-Ross, S/Kozuch. Motion to acknowledge the Quarterly Operating Statement through September 30, 2021. Unanimous vote.

The Quarterly Modernization Report was discussed.

M/Kozuch, S/Luddy-Ross. Motion to acknowledge the Quarterly Modernization Report through September 30, 2021. Unanimous vote.

M/Luddy Ross, S/Kozuch. Motion to adjourn the meeting at 10:27 a.m. Vote unanimous.

Executive Director

Attested _____
Temporary Clerk