

MINUTES
REGULAR MONTHLY MEETING
August 20, 2019
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, August 20, 2019 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
 Christine Butler Treasurer, Clerk
 Sandra Luddy-Ross Assistant Treasurer

Board Members Absent: None

Others Present: Nancy J. Morris Executive Director
 Leslie Lundstrom Administrative Assistant

Guests/Tenants: Barbara Lafond, Janice Martins

Joseph Dutcher welcomed the tenant guests and asked if they wished to speak. Barbara said they were very upset with the attack on Nancy on social media and wanted to support her. Barbara said that the tenant who began the attack asked her to move her car for her. There was a note on the car that said "Please move your car. Thank you." Barbara tried to give it to the tenant but she didn't want it. Barbara did not suspect there was a problem so she threw the note out. She will testify if needed that she and another tenant were walking when the woman's parking spot was empty when she parked in another tenant's spot. It had been there for days. Joseph asked if the woman was able to get to her car. Barbara and Janice both said she drives. Barbara said they all are given assigned spots if they have a car. Nancy appreciated the tenants coming forward on her behalf.

Nancy presented the Maintenance Report for July, 2019. There were 48 work orders created, 65 completed. Burgess Pest Control performed the annual preventative maintenance pest treatment at all sites. Comcast moved the cable line between 88 and 89 Riddell Road to enable the septic company to continue excavation. The Floor Guys installed an interlocking vinyl floor in the kitchen, living room, bedroom and hallway in apt. 109. Decosta Lock repaired a lock in apt. 109.

M/Davidson, S/Butler. Motion to approve the Maintenance Report for July, 2019 as presented. Unanimous.

The Executive Director reminded Larry Davidson that he needed to take the mandatory online training program required by Section 5B of Chapter 235 of Massachusetts General Laws. Larry had indicated he will take it with office help.

The Paid Family and Medical Leave Act was discussed. It goes into effect October 1, 2019 and it is expected that it will be funded by January 1, 2021. It has been rumored that housing authorities may be exempt.

The resignation of Commissioner Maryellen Rollins was discussed. Unfortunately, she was unable to continue to serve as she had taken on a new position. Whoever fills the position will only do so until the next election in April. There has been further talk of tenant board member elections but nothing has been finalized. Nancy will follow-up with DHCD as to the status of the legislation. Joseph asked the tenants present if they thought having a tenant commissioner was a good option and they agreed it was. He then asked if either would be willing to serve if they were appointed. Christine added that she thought there was a procedure and it involved posting the opening. Nancy said at this point it would be open to anyone who wished to apply. She will research the procedure for filling a vacancy.

The Certification of Notification Procedures for Federal and State Lead Paint Laws was discussed. Nancy produced the Lead Paint Compliant List and the In-Complete List for all properties for Board review. All leased apartments were compliant.

M/Davidson, S/Butler. Motion to certify that the East Bridgewater Housing Authority is in compliance with the Federal and State Regulations and is maintaining proper record-keeping related to such requirements. Unanimous.

The Certification of Top Five Salaries was discussed. Nancy produced the Top 5 Compensation Form for FY 2019 and the Employee Earnings Record for check dates from July 1, 2018 to June 30, 2019.

M/Butler, S/Davidson. Motion to certify the Fiscal Year End Forms and Certifications for the Top 5 Compensation Form for FY 2019. Unanimous.

The Riddell Road 667-2 Septic Replacement, Fish #083043, is at a standstill. Comcast has moved the cable wires out of the area to be excavated. Peter Huntington will be moving the alarm wires with employee help to defer some of the costs.

The appointees to the Grievance Panel, Marcia Weidenfeller and Steven Brown, have accepted their positions for a five year term.

The draft Executive Director Contract for Nancy Morris was discussed. Sandra asked about page 11, under Personnel, there was no language giving the Executive Director responsibility for firing employees. Previous contracts always included that in the list of responsibilities, with Board approval. Nancy will follow-up with her Housing Management Specialist to see if there was a reason that termination of an employee was not included in the DHCD template.

Hanson Housing Authority is looking for an Executive Director or Management Contract with another agency. The current Management Agent, Thomas Thibeault, Executive Director of the Brockton Housing Authority, approached Nancy on behalf of the Hanson Housing Authority Board, to see if there was any interest in East Bridgewater Housing signing a management contract for three years. Nancy could see the benefits for both Housing Authorities in areas of

staffing and resources. Many Executive Directors are retiring and not many are entering into housing. Current staff could pick up more hours. Her concern was that at this time she does not plan to work for another three years and it would not be fair to commit to something she may or may not see through. Larry Davidson did not feel comfortable acting on it at this time and it was not on the agenda. Nancy explained she received the call on Friday. She reviewed the site and information over the weekend to see if was feasible and the deadline to submit interest was September 11, 2019. Sandra Luddy-Ross said it was a big endeavor. Joseph Dutcher did not feel that there was enough information to go on. Sandra wanted it formally acknowledged that she would like Nancy to give a year's notice when she retires. Nancy said the contract was until June 30, 2021 which would be her last day if she wasn't committed to a management agreement. Larry said that Nancy and the Housing Authority should be flattered over the respect and confidence behind the offer but he does not feel it is something to do at this time. Joseph Dutcher, Christine Butler and Sandra Luddy-Ross all concurred. Nancy will let Thomas know the Board's decision.

The current contract with the Regional Capital Assistance Team (RCAT) expired June 30, 2019. A new contract has been received and the only changes are the dates of the contract. It will begin July 1, 2019 through June 30, 2022. The Southeast team has been helpful with modernization, projects, facility assessment and the Capital Improvement Plan.

M/Davidson, S/Butler. Motion to renew the contract with the Southeastern Regional Capital Assistance Team from July 1, 2019 through June 30, 2022. Unanimous.

The Minutes of July 9, 2019 were reviewed.

M/Butler, S/Davidson. Motion to approve the Minutes of July 9, 2019 as presented. Unanimous.

The Executive Director's Report for July, 2019 was presented. There were 3 apartment vacancies as of July 31, 2019 and 3 leases were signed in July, 2019. There were 28 apartment vacancies between August 1, 2018 and July 31, 2019, a little over 20% of the portfolio. The wait list applicants as of July 31, 2019 were 883 family, 537 elderly/handicap, 1367 CHAMP total. As of August 20, 2019 there were 1581 applicants. Some are applying for multiple programs. There were \$0 credits issued. Governor Baker & Lieutenant Governor Polito signed House Bill 4000 - the FY2020 Budget. The budget maintains funding of public housing operating subsidy at \$72 million, an increase of \$6.5 million over last year.

The Executive Director updated the Board on the CHAMP system. On August 7, 2019 71 Priority and Preference forms were sent to applicants, 69 of which were requesting priorities. Of those, 65 were submitted online, so the 11 page applications had to be printed out. We went through 4 reams of copy paper, a box of legal folders, and \$39.05 postage. Nancy spent 11 hours on this screening. To date, only 7 have responded with the requested verifications.

M/Butler, S/Luddy-Ross. Motion to approve the Executive Director's Report for July, 2019 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through August 20, 2019 were presented.

M/Butler, S/Davidson. Motion to approve the Check Register through August 20, 2019 as presented. Unanimous vote.

M/Butler, S/Davidson. Motion to approve the Employee Earnings Record through August 20, 2019 as presented. Unanimous vote.

The Accountant's Report through June 30, 2019 was presented.

M/Davidson, S/Butler. Motion to acknowledge the Accountant's Report through June 30, 2019. Unanimous vote.

The financial statements for the fiscal year ending June 30, 2019 for the 400-1 and the 689-1 programs were discussed.

M/Davidson, S/Butler. Motion to certify the year-end financial statements for the 400-1 program for the fiscal year ending June 30, 2019, prepared by Daniel Robillard, PC. Unanimous.

M/Davidson, S/Butler. Motion to certify the year-end financial statements for the 689-1 program for the fiscal year ending June 30, 2019, prepared by Daniel Robillard, PC. Unanimous.

Sandra and Christine will not be available for the September meeting. It was decided to have it one week later on September 17, 2019.

M/Davidson, S/Butler. Motion to adjourn the meeting at 10:15 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Christine Butler, Clerk