

MINUTES
REGULAR MONTHLY MEETING
September 17, 2019
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, September 17, 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
 Peter Egan Maintenance Mechanic/Laborer

Guests/Tenants: Barbara Lafond

Joseph Dutcher welcomed Barbara Lafond. She said she has started a voluntary emergency contact list for the people in her building in case someone needed help. She expressed her willingness to serve on the Board, filling the current vacancy. Nancy will draft a letter requesting that the Housing Authority be put on the Selectmen's agenda. Joseph will sign and bring to the Selectmen along with Barbara's application for appointment.

Peter Egan presented the Maintenance Report for August, 2019. There were 51 work orders created, 57 completed. Hometown Carpet cleaned the carpets in 88-5 and 64-7. MJ Connors installed vinyl plank floor in 77-8. Burgess Pest Control inspected 5 units in Building 23 for bed bugs. Quality Maintenance planted shrubs around a transformer between buildings 6 and 24 to deaden humming noise. The State Inspector along with United Elevator performed the annual inspection of the elevator at 100 Prospect Street. The East Bridgewater Building Inspector performed the annual inspection of 34/44 Prospect Street. Pete Huntington performed the quarterly alarm inspection at 100 and 34/44 Prospect Street.

M/Davidson, S/Luddy-Ross. Motion to approve the Maintenance Report for August, 2019 as presented. Unanimous.

Leslie Lundstrom will meet with Larry Davidson to familiarize him with mandatory online training program required by Section 5B of Chapter 235 of Massachusetts General Laws.

The Paid Family and Medical Leave Act was discussed. There has been no update but there is talk that municipalities, which include housing authorities, will be exempt.

Pete Huntington moved the fire alarm wires for the Riddell Road 667-2 Septic Replacement, Fish #083043 so that excavation can resume.

The draft Executive Director Contract for Nancy Morris was discussed. Sandra had asked about the Personnel section not giving the Executive Director responsibility for firing employees. In the personnel plan, under Commissioner Responsibilities: “3. Exercises final approval over the hiring, promotions, compensations, retirement and release of all housing authority employees.” Under Executive Director Responsibilities: “5. Recommends to the board hires, promotions, compensation, retirement, and release of all employees of the authority.” The DHCD template language is in accordance with the Housing Authority personnel plan.

M/Davidson, S/Butler. Motion to approve the Executive Director Contract for Nancy Morris, commencing on November 1, 2019 and ending on June 30, 2021. Unanimous.

The Budget Guidelines for FY2020 were not issued in time for the meeting. Nancy will work on the budget with Daniel Robillard and Cheryl Roan to present at the October meeting.

The Maintenance Policy and Procedures Manual was discussed. It was created with the policies and procedures currently being used by the Housing Authority staff and put into one comprehensive manual. The template was borrowed from the Taunton Housing Authority and modified to fit the East Bridgewater Authority.

M/Butler, S/Davidson. Motion to approve the Maintenance Policy and Procedures Manual as presented. Unanimous.

The Minutes of August 20, 2019 were reviewed.

M/Davidson, S/Butler. Motion to approve the Minutes of August 20, 2019 as presented. Unanimous.

The Executive Director’s Report for August, 2019 was presented. There was 1 apartment vacancy as of August 31, 2019 and 2 leases were signed in August, 2019. Wait list applicants as of September 5, 2019 – 1162 family, 615 elderly/handicapped, Champ Total 1711. Our total 1777. Credits issued: \$246.00 and \$36.00, a total of \$282.00, from June tenant write-offs. Nancy met with Alex Levesque and his Mother, Terry Levesque. He is an East Bridgewater Boy Scout working toward his Eagle Badge. He has plans for improving the center island at Riddell Road. His plans include trees, perennials, benches and repaving the walkways. He has some funding in place and will hold fundraisers for the balance. The elevator at 100 Prospect Street passed the annual state inspection with no needed repairs.

The Board wished to be notified of any fundraisers so that they may help. Sandra has Rose of Sharon bushes she will donate if Alex is willing to dig them up.

Nancy received a request for an ad in the MassNAHRO Fall Conference Program. The full page sponsors will be in the printed version with the conference agenda. Other sponsors and advertisers will be in the online version found on the Yapp App.

M/Davidson, S/Luddy-Ross. Motion to submit a Silver Level half-page ad in the MassNAHRO Fall Conference program for \$50.00 as has been done in the past. Unanimous.

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

The Check Register and Employee Earnings Record through September 17, 2019 were presented.

M/Davidson, S/Butler. Motion to approve the Check Register through September 17, 2019 as presented. Unanimous vote.

M/Luddy-Ross, S/Butler. Motion to approve the Employee Earnings Record through September 17, 2019 as presented. Unanimous vote.

The Accountant's Report through July 31, 2019 was presented. Nancy pointed out that employee salaries were high, due to five pay periods, and employee benefits were low, due to not having paid the quarterly bill. The figures are not accurate as they are based on the FY2019 budget.

M/Davidson, S/Butler. Motion to acknowledge the Accountant's Report through July 31, 2019. Unanimous vote.

Christine has not heard from the Governor's office regarding her reappointment. Nancy will follow up with Kim Gomez.

M/Davidson, S/Luddy-Ross. Motion to adjourn the meeting at 9:29 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Christine Butler, Clerk