

MINUTES
REGULAR MONTHLY MEETING
January 8, 2019
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, January 8, 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
	Maryellen Rollins	Clerk
	Christine Butler	Treasurer
	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: None

Nancy read a favorable note from a Prospect Street tenant regarding the new washers, dryers and card system.

MassNAHRO notified local housing authorities that Bill H4981 – An Act Relative to Local Housing Authority Board Members in Towns did not pass in the legislature. They are hoping to have it refiled by January 18, 2019. Timing on the 2019 elections is uncertain at this time. Sandra Luddy-Ross’s term expires this year.

Peter Egan presented the Maintenance Report for December, 2018. There were 33 work orders created, 44 completed. Simplex Grinnell performed the quarterly alarm testing on first floor alarms at Riddell Road.

M/Davidson, S/Butler. Motion to approve the Maintenance Report for December, 2018 as presented. Unanimous.

There were no updates on the Blue Wave Solar connection to the electricity grid.

Nancy distributed the proposed Capital Improvement Plan for 2020 for review before the February meeting. Some of the projects planned for the next five years are: Riddell

Road 667-2 septic, currently active; concrete façade repair at 100 Prospect Street 667-3; exterior trim at window panels at 667-3; accessible Toilet Room 667-3; repaving and parking design and expansion at Prospect Street, Riddell Road window panel insulation 667-2, and kitchen cabinet and countertop for the 705 family units at Prospect Street.

Joseph Dutcher read the first paragraph of the letter dated December 21, 2018 from DHCD awarding the East Bridgewater Housing Authority \$183,349 in Formula Funding for Fiscal Year 2022.

The Final Report of the Agreed-Upon Procedures Audit by Guyder-Hurley, completed on November 13, 2018 for Fiscal 2018 with no exceptions was distributed.

The Minutes of December 11, 2018 were discussed.

M/Butler, S/Rollins. Motion to approve the Minutes of December 11, 2018 as presented. 4 Ayes, 1 Abstain

The Executive Director's Report for December, 2018 was presented. There were 4 apartment vacancies as of December 31, 2018 and 0 leases were signed in December, 2018. There were no credits issued. The Executive Director attended the MassNAHRO Fall Conference at The Verve – Crowne Plaza in Natick December 2-4, 2018. MassNAHRO Executive Director Donna Brown-Rego and President Brian Costello opened the conference Monday morning with an update on what MassNAHRO is doing. Neil O'Brien and Jeff Haggerty of Brian S. Hickey Associates gave an update on what is happening at the State House and how it will effect Housing Authorities. That was followed by a question and answer session led by Laura Taylor, Ben Stone, Chris Devore and Paul McPartland, all from DHCD. Other sessions were: CHAMP (Common Housing Application for Massachusetts Public Housing); Procuring Maintenance & Repair Service Contracts; Management Agreements Pro's and Con's; Mentoring your Replacement – A Guide to Succession Planning; the Small Agency Roundtable; and Encouraging the Formation of Local Tenant Organizations. Monday lunch speakers were Kevin Honan, House Chair of the Joint Committee on Housing; Senator Joseph Boncore, Senate Chair of the Joint Committee on Housing; and Janelle Chan, Undersecretary, DHCD. Nancy and Leslie attended SMEDA at Stoneforge Tavern on Wednesday, December 19, 2018. Brenda Sjoquist and Steve Cristol spoke about Masscor, a subdivision of the Commonwealth of Massachusetts Dept. of Correction. They provide training to inmates so that they will have skills when they are released. In turn, they manufacture many items at a savings which Masscor offers to businesses and residents of Massachusetts. Some of the items manufactured are: flags, signs, benches, picnic tables, desks, cabinets, and specialty metal fabrication items. Automatic Laundry installed new washers and dryers at Riddell Road and Prospect Street. A card system is now being used and the card stations were also installed. Each 667 tenant was given a complimentary card worth \$3.75. The prices for the washers is \$1.75, \$1.85 and \$2.00, depending on the type of wash. The dryer is \$1.75 per cycle. The Board member

training was discussed. Maryellen Rollins has taken the online ethics course and will take the mandatory DHCD training.

M/Davidson, S/Luddy-Ross. Motion to approve the Executive Director's Report for December, 2018 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through January 8, 2019 were presented.

M/Butler, S/Rollins. Motion to approve the Check Register through January 8, 2019 as presented. Unanimous vote.

M/Davidson, S/Rollins. Motion to approve the Employee Earnings Record through January 8, 2019 as presented. Unanimous vote.

The Accountant's Report through November 30, 2018 was presented. The benefits and the utilities are under as expected showing our reserve figure at 41.8%.

M/Davidson, S/Rollins. Motion to acknowledge the Accountant's Report through November 30, 2018. Unanimous vote.

Christine Butler and Joseph Dutcher will not be available for the February and March meetings as they are scheduled. Both could attend in February if the meeting was held a week earlier, February 5, 2019. Sandra will check her schedule.

M/Davidson, S/Rollins. Motion to change the February meeting from February 12, 2019 to February 5, 2019. Unanimous.

M/Rollins, S/Luddy-Ross. Motion to adjourn the meeting at 9:40 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Maryellen Rollins, Clerk