

MINUTES
REGULAR MONTHLY MEETING
January 12, 2021
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting as a remote meeting on Tuesday, January 12, 2021 with said meeting called to order at 9:00 a.m. by Chairman Joseph Dutcher.

Board Members Present:	Joseph Dutcher	Chairman
	Christine Butler	Treasurer, Clerk
	Sandra Luddy-Ross	Assistant Treasurer
	Barbara Lafond	Member
Board Members Absent:	Larry Davidson	Vice Chairman
Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant
Guests/Tenants:	None	

There was one note from a Riddell Road tenant commending Tony Gareri on his hard work during the December snowstorm.

Nancy presented the Maintenance Report for December, 2020. There were 32 work orders generated, 29 completed. Fred Tully installed a hot water tank in building 5. Johnson Controls repaired the fire alarm system in 3 buildings in 667-2. Patriot Services cleared a drain clog at 65 Riddell Road. Dubord & Sons pumped the tank near building 64 Riddell Road. Dorsey & Sons cleaned the boilers at 100 Prospect Street and replaced hot water tanks at 65 and 95 Prospect Street. Both were under warranty.

M/Luddy-Ross, S/Lafond. Motion to approve the Maintenance Report for December, 2020 as presented. Unanimous.

The work on the 667-2 septic system, Fish #083043, is not complete. Mike Carter of GCG Associates has denied Tetreault and Sons a payment request pending completion of more work.

Board re-organization will be discussed when there is a full complement of the Board.

The Riddell Road Fire Alarm repairs to two buildings has been completed. Suppressers were needed to prevent further electrical damage from lightning, not three as originally thought.

The 100 Prospect Street Office Renovations was discussed. Mike Porto, of JBMA Architects, spent several hours measuring and taking pictures of the maintenance area.

The 100 Prospect Street Window Lintel Project, Fish #083053, was awarded to Kenney Masonry for \$360,640 at a Special Meeting on December 17, 2020. Shikha Jindal, of Architectural Solutions has notified the approved low bidder.

The FY22 Annual Plan and Public Hearing was discussed. It was decided to have the public hearing on March 9, 2021 at the Regular Meeting of the Board. It has been posted and published on the Housing Authority website. The CIP was sent back after the publication with a notice that we need to add sustainability projects before DHCD approval. Nancy is working with Molly Parris to add these projects. It will not affect formula funding so the Annual Plan does not need to be republished.

There were 9 bids received for the East Bridgewater Flooring Project for four apartments at 667-1 and 667-3. The references for the lowest bidder, Massfloors Inc. were very good. Their bid was \$15,362.00.

M/Luddy-Ross, S/Butler. Motion to award the East Bridgewater Housing Authority Flooring Project for four apartments to Massfloors Inc., for \$15,362.00. Unanimous.

The Minutes of January 23, February 11, and February 24, 2020 were not approved due to a lack of quorum from those meetings.

The Minutes of December 8, 2020 were discussed.

M/Butler, S/Luddy-Ross. Motion to approve the Minutes of December 8, 2020. Unanimous.

The Minutes of December 17, 2020 were discussed.

M/Butler, S/Lafond. Motion to approve the Minutes of December 17, 2020. Unanimous.

The Executive Director's Report for December, 2020 was presented. There were five apartment vacancies as of as of December 31, 2020 and no leases were signed in December. Wait list applicants as of January 4, 2020: 3840 family, 1906 elderly/handicapped, 5469 Champ total, 5746 our total. There were no credits issued. The office continues to remain closed to the public until further instruction from DHCD or the Governor's Office. Office staff continues to alternate schedule between office and home. East Bridgewater is still in Step 1 of Phase 3. The maintenance staff continues to disinfect heavily trafficked areas twice daily, perform grounds maintenance, complete emergency work orders, and apartment turnovers. The Executive Director allowed Maintenance to carry over 4 vacation days each provided it is used in January. It was a difficult year end with both men losing time due to COVID-19 exposure. There have been 10 reported positive cases of COVID-19 within the Housing Authority. The Capital Improvement Plan (CIP) is complete and will become part of

the Annual Plan. Nancy has worked with Beth Thompson from Cybersense and the Annual Plan is complete. It has been suggested that the public hearing be held during the March 9, 2021 regular meeting. If there are changes to be made it can be voted on at the April meeting and still be submitted on time.

M/Luddy-Ross, S/Butler. Motion to approve the Executive Director's Report for December, 2020 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through January 12, 2021 were presented. Nancy was sick on Monday and was unable to email the check register in time for the meeting. It will be approved at the next meeting.

M/Butler, S/Lafond. Motion to approve the Employee Earnings Record through January 12, 2021 as presented. Unanimous vote.

The Accountant's Compilation Reports through November 30, 2020 were reviewed. Operating Reserve is currently at 70% but insurance bill will be reflected on December statements.

M/Luddy-Ross, S/Lafond. Motion to acknowledge the Accountant's Report through November 30, 2020. Unanimous vote.

Tina Butler asked if there was any news about housing authorities receiving the COVID-19 vaccine before the general public. Nancy has been in contact with Sue Mulloy of the Board of Health about the possibility. Sue is working with the Fire Chief about distribution. Nancy has offered the use of the Community Rooms for a vaccination clinic for the residents. Staff will most likely be included.

Joseph Dutcher said that he would be in Florida for the February meeting and would give his mailing address to Nancy. Sandra reminded Joe that he should begin working with the Executive Director on replacing her.

M/Luddy-Ross, S/Lafond. Motion to adjourn the meeting at 9:46 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Christine Butler, Clerk