

MINUTES
REGULAR MONTHLY MEETING
January 23, 2018
5:00 P.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, January 23, 2018 with said meeting called to order at 5:00 p.m. by Chairman Joseph Dutcher.

Board Members Present:	Joseph Dutcher	Chairman
	Larry Davidson	Vice Chairman
	James Wolfe	Treasurer, 5:10 p.m.
	Sandra Luddy-Ross	Assistant Treasurer
	Christine Butler	Clerk
Board Members Absent:	None	
Others Present:	Nancy J. Morris	Executive Director
Guests/Tenants:	Elizabeth Glynn	Blue Wave Solar
	Daniel Robillard	Milne, Shaw and Robillard

Joseph Dutcher read a letter from Martin Luttrell informing the Housing Authority of his resignation.

Elizabeth Glynn gave a presentation on her company, Blue Wave Solar, and net metering. Contracting for Net Metering Credits from off-site solar power developments could be up to a 30% saving to the Housing Authority or \$32,000 annually. She explained the history of her company and how the credits work. She offered the East Bridgewater Housing Authority an opportunity to become part of a development in Westport, MA, currently under development. There is no cost to the Housing Authority. If the Company does not become active within one year, the contract becomes void.

M/Luddy-Ross, S/Butler. Motion to enter into a Solar Power and Services Agreement with Blue Wave Solar with the net metering credits discounted by 30% with \$.08 per kwh floor rate. 4 ayes, 1 nay

The FY2018 Budget was discussed. Daniel Robillard, of Milne, Shaw and Robillard, went over the changes in the guidelines. This year's guidelines allow for a 10% increase to the Allowable Non-Utility Expense Level (ANUEL). The Projected FY2018 Operating Reserve for the 400-1 program is \$128,713, or 39% of maximum. The Projected FY2018 Operating Reserve for the 689-1 program is \$49202, or 387.1% of maximum. The new Executive Director's Salary Schedule was also discussed as it falls within the FY2018 Budget. Daniel Robillard explained that it was a fair calculation and the Housing Authority could afford it. James Wolfe asked if it could be used to hire a

part time office person. Daniel explained it could only be given to the Executive Director.

M/Luddy-Ross, S/Butler. Motion for the proposed Operating Budget for State-aided Housing, program #400-1 for fiscal year ending 6/30/18 showing total revenue of \$670,350 and total expenses of \$668,350 thereby requesting a subsidy of \$23,398 be submitted to the Department of Housing and Community Development for its review and approval.

M/Luddy-Ross, S/Butler. Motion for the proposed Operating Budget for State-aided Housing, program #689-1 for fiscal year ending 6/30/18 showing total revenue of \$26,546 and total expenses of \$25,421 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval. 3 Ayes, 0 Nays

M/Luddy-Ross, S/Butler. Motion to approve the Executive Director's salary at \$70,691.00 for FY2018, retroactive to July 1, 2017, as per the DHCD Executive Director Salary Calculation Worksheet. Unanimous

The Maintenance Mechanic Laborer Position was discussed. The Housing Authority will accept applications until Friday, January 26, 2018 at 2:00 p.m.

The Survey for the Tenants Election Process was discussed. The Board wanted more time to review the survey.

M/Davidson, S/Luddy-Ross. Motion to table the Survey for the Tenant Election Process until the February 13, 2018 meeting. Unanimous.

Fish #083039, the 667-2 and 705-1 roof repairs was discussed. The contractor, W.P.I. Construction Inc., has completed the final punch list.

M/Davidson, S/Wolfe. Motion to approve Certificate of Final Completion and Application and Certificate for Payment #2 for W.P.I. Construction Inc. for \$6050.00. Unanimous.

Fish #083040, hot water tank for 100 Prospect Street, was discussed. Glionna Plumbing and Heating Services, Inc., has only a few minor punch list items to complete.

M/Luddy-Ross, S/Davidson. Motion to approve Certificate of Substantial Completion and Application and Certificate for Payment #1 for Glionna Plumbing & Heating Services, Inc. for \$28,426.85. Unanimous

Nancy presented the December, 2017 Maintenance Report. There were 84 work orders created, 40 from inspections, 62 completed and 49 outstanding. Continued snow and ice removal performed at all sites by Maintenance staff. Sullivan Tire repaired the gas tank in the Ford F-350. Meserve Appliance repaired the stove in apt. 23-7 Riddell Road. East Bridgewater DPW replaced all water meters in 667-2. Apartment turnover in 5-6 Riddell Road was started. Dorsey and Sons performed the annual cleaning of the heating systems at 667-3, 705-1, and 689-1 buildings. Huntington Electric performed the

quarterly alarm testing at 100 Prospect Street and 34/44 Prospect Street. Maintenance replace all the overhead light fixtures with led light fixtures on the first floor of Prospect Street. Nancy spoke to the DPW and they were willing to help the Housing Authority with one of their backup trucks if we needed a plow while ours was broken.

M/Butler, S/Luddy-Ross. Motion to approve the Maintenance Report for December, 2017 as presented. Unanimous.

The Minutes of December 12, 2017 were discussed.

M/Davidson, S/Luddy-Ross. Motion to approve the Minutes of December 12, 2017 as written. Unanimous.

The Executive Director's Report for December, 2017 was presented. There was one apartment vacancy as of December 31, 2017 and one lease was signed in December, 2017. There were no credits issued. Annual inspections of 667-2 were completed. Nancy and Leslie attended SHADO on December 5, 2017 at the Old Scotland Links in Bridgewater. Members discussed their snow policies and overtime policies. Many people do not have a set snow policy. Overtime policies ranged in the amount of minimum overtime hours, to days off for being on call, to the amount of stipend money the maintenance men get for being on call. Nancy and Leslie attended SMEDA at the Stone Forge Tavern on Wednesday, December 20, 2017. John Massey, Southeast RCAT Director, gave a presentation on the RCAT website and an update on their accomplishments to date.

M/Wolfe, S/Davidson. Motion to approve the Executive Director's Report for December, 2017 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through January 23, 2018 were presented.

M/Davidson, S/Wolfe. Motion to approve the Check Register through January 23, 2018 as presented. Unanimous vote.

M/Wolfe, S/Davidson. Motion to approve the Employee Earnings Record through January 23, 2018 as presented. Unanimous vote.

The Accountant's Report for November 30, 2017 was discussed.

M/Wolfe, S/Luddy-Ross. Motion to acknowledge the Accountant's Report through November 30, 2017. Unanimous vote.

M/Davidson, S/Wolfe. Motion to adjourn the meeting at 7:15 p.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested
Christine A. Butler, Clerk