

MINUTES  
REGULAR MONTHLY MEETING  
October 13, 2020  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting as a remote meeting on Tuesday, October 13, 2020 with said meeting called to order at 9:10 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
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Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant
	Daniel Robillard	Milne, Shaw & Robillard

Guests/Tenants:	None
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Nancy presented the Maintenance Report for August, 2020. There were 41 work orders generated, 48 completed. 25 work orders generated, 38 completed. Yankee Sprinkler inspected fire extinguishers at 34/44 and 100 Prospect Street and 38 Riddell Road. Burgess Pest inspected building 23 for bed bugs, treatment to be done September 2, 2020. Johnson Controls completed work on the fire alarm system. Tetreault and Sons continued work on 667-2 septic project. Patriot Services cleared tub drains in 64-7 and 64-8. DeCosta Lock adjusted front entrance door closer at 100 Prospect Street. Chapman Waterproofing completed the cornice work at 100 Prospect Street.

**M/Butler, S/Lafond.** Motion to approve the Maintenance Report for August, 2020 as presented. Unanimous.

Nancy presented the Maintenance Report for September, 2020. There were 25 work orders generated, 38 completed. Fred Tully repaired a drain in 53-3 and a shower leak in 65-5. Burgess Pest inspected building 23 for bed bugs; treatment was done September 2, 2020. Johnson Controls prepared the fire panel for replacement panel. Tetreault and Sons continued work on 667-2 septic project. Patriot Services cleared clogs in 64-7 and 53-3. Hometown Carpet cleaned the hallways and stairs in building 23. D & S Appliance did warranty work on stove in apt. 107.

**M/Butler, S/Luddy-Ross.** Motion to approve the Maintenance Report for September, 2020 as presented. Unanimous.

Daniel Robillard presented a proposed budget for FY2021. The DHCD budget guidelines provide a 4% reduction to the Allowable Non-Utility Expense Level (ANUEL) for all housing authorities. In order to comply he and Nancy felt that eliminating the third administrative position, which had not been filled, would allow the housing authority to fund other necessary expenses, such as apartment rehab and appliances. The housing authority has received \$44,691 for COVID related expenses. Some of that money may be used in conjunction with the \$10,000 award for reconfiguring the office.

**Sandra Luddy-Ross** moved to approve the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 400-1 for fiscal year ending 6/30/21 showing a revenue of \$786,571 and total expenses of \$786,571, thereby requesting a subsidy of \$44,691. **Barbara Lafond** seconded the motion which, upon roll call, was passed by a vote of 4 for to 0 against.

**Christine Butler** moved to approve the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 689-1 for fiscal year ending 6/30/21 showing a revenue of \$27,340 and total expenses of \$26,896, thereby requesting a subsidy of \$0. **Sandra Luddy-Ross** seconded the motion which, upon roll call, was passed by a vote of 4 for to 0 against.

The Accountant's Compilation Reports through July 31, 2020 and August 31, 2020 were reviewed. The Operating Reserves are at approximately 64%. This is because the large medical and retirement contributions have not been paid yet and also the budget figures are from the FY2020 budget.

**M/Luddy-Ross, S/Lafond.** Motion to acknowledge the Accountant's Report through July 31, 2020. Unanimous vote.

**M/Butler, S/Luddy-Ross.** Motion to acknowledge the Accountant's Report through August 31, 2020. Unanimous vote.

Nancy received a note from a new tenant thanking the administrative staff for giving her a place to live. She also received two notes from a tenant at Riddell Road. One thanking maintenance for trimming a shrub and the other praising Peter Egan for fixing a window in her hallway which had never worked properly.

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

Work on the Riddell Road 667-2 Septic Replacement, Fish #083043 is nearly completed.

The 100 Prospect Street Office Renovations with the \$10,000 COVID19 award was discussed. Due to the high cost of the total renovations it might need to be done in stages. A designer will be used figure how best to proceed. As of now, the COVID monies are to be spent by 12/31/2020 which does not allow much time.

The Riddell Road Fire Alarm System has been fitted with the new fire alarm panel.

Marcia Weidenfeller and Steven Brown have both signed their Willingness to Serve forms for

the upcoming year.

The Lintel Replacement and Window Repair Project, Fish #083053, for 667-3 was discussed. Architectural Solutions Inc. has submitted a Work Order Scope of Services and Payment for Services to DHCD for review. An additional fee for lead abatement has been added.

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 August 11, 2020 were discussed.

**M/Butler, S/Luddy-Ross.** Motion to approve the Minutes of August 11, 2020. Unanimous.

The Executive Director's Report for August, 2020 was presented. There were 5 apartment vacancies as of as of August 31, 2020 and no leases were signed in August. Wait list applicants as of August 31, 2020 were: 3257 family, 1545 elderly/handicapped, 4649 Champ total, 4873 our total. There were \$0 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. The maintenance staff continues to disinfect heavily trafficked areas twice daily, perform grounds maintenance, complete emergency work orders, and apartment turnovers. Ben Stone, Associate Director of DHCD will hold remote meetings one Wednesday a month to discuss the needs of housing authorities and offer guidance in the reopening of office and buildings. DHCD has entered into contract with Curley & Curley, PC for day to day legal assistance. Since our Pilot Attorney, Andrew Bailey, has resigned, DHCD will fund. The moratorium on evictions has not been extended past October 17, 2020.

**M/Butler, S/Lafond.** Motion to approve the Executive Director's Report for August, 2020 as presented. Unanimous vote.

The Executive Director's Report for September, 2020 was presented. There were 5 apartment vacancies as of as of September 30, 2020 and no leases were signed in September. There were \$0 credits issued. Wait list applicants as of October 5, 2020: 3422 family, 1698 elderly/handicapped, 4878 Champ total, 5120 our total. 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. A survey of 69 housing authorities, with 31 responding, 27 have not opened. Three of those that are open are very small on the lower Cape. The Housing Authority has been awarded \$44,691.00 for COVID related expenses. The maintenance staff continues to disinfect heavily trafficked areas twice daily, perform grounds maintenance, complete emergency work orders, and apartment turnovers. Ben Stone, Associate Director of DHCD will hold remote meetings one Wednesday a month to discuss the needs of housing authorities and offer guidance in the reopening of office and buildings. DHCD has entered into contract with Curley & Curley, PC for day to day legal assistance. Since our Pilot Attorney, Andrew Bailey, has resigned, DHCD will fund normal housing authority legal costs. The moratorium on evictions has not been extended past October 17, 2020.

**M/Luddy-Ross, S/Lafond.** Motion to approve the Executive Director’s Report for September, 2020 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through October 13, 2020 were presented.

**M/Luddy-Ross, S/Butler.** Motion to approve the Check Register through October 13, 2020 as presented. Unanimous vote.

**M/Butler, S/Lafond.** Motion to approve the Employee Earnings Record through October 13, 2020 as presented. Unanimous vote.

**M/Butler, S/Luddy-Ross.** Motion to adjourn the meeting at 9:42 a.m. Vote unanimous.

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Nancy J. Morris, Executive Director

Attested \_\_\_\_\_  
Christine Butler, Clerk