

MINUTES
REGULAR MONTHLY MEETING
October 9, 2018
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, October 9, 2018 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

Guests/Tenants:	Daniel Robillard	Milne, Shaw & Robillard
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Nancy shared the BlueWave Construction updates for the Westport facility for September, 2018. Witness tests have been completed and sites are energized. Blue Wave is waiting for interconnection with National Grid.

Daniel Robillard presented the FY2019 Budget that he and Nancy worked on in keeping within the budget guidelines. He reviewed the line items, explaining the cap amount of 4%. The cap for FY18 was 10%, which changed our status from a retained revenue authority to a subsidized authority, earning a subsidy amount of \$15,061 for FY2019.

Motion: Larry Davidson moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 400-1 for fiscal year ending 6/30/2019 showing a revenue of \$680,505 and total expenses of \$680,505 thereby requesting a subsidy of \$15,061 be submitted to the Department of Housing and Community Development for its review and approval. Christine Butler seconded the motion which, upon roll-call, was passed by a vote of 5 ayes to 0 nays.

Motion: Sandra Luddy-Ross moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 689-1 for fiscal year ending 6/30/2019 showing a revenue of \$26,546 and total expenses of \$25,539 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and

Community Development for its review and approval. Christine Butler seconded the motion which, upon roll-call, was passed by a vote of 5 ayes to 0 nays.

Dan reviewed the Accountant's Compilation Report for the period ending August 31, 2018. He pointed out that the Operating Reserve for the 400-1 program was at 41.5% where the budget expected to be 32.5%. The August statements still reflect the FY18 budget and some expenses, such as the GIC benefits, have not been billed yet. Also, utilities should be lower during this time of year, increasing during the winter months.

M/Butler, S/Luddy-Ross. Motion to acknowledge the Accountant's Report through August 31, 2018. Unanimous vote.

Nancy presented the Maintenance Report for September, 2018. There were 68 work orders created, 75 completed, and 40 work orders outstanding. Patriot Services cleaned out the main line in 89B. Fred Tully changed the main valve in 77B. Maztek installed a tub surround in 89-3. Hometown Carpet Cleaner cleaned the carpet in 76-5. Simplex replaced an alarm beacon on building 24. Huntington Electric performed the quarterly alarm testing at 34/44 and 100 Prospect St.

M/Luddy-Ross, S/Davidson. Motion to approve the Maintenance Report for September, 2018 as presented. Unanimous.

There was no old business for discussion.

The Performance Management Review for FY2018 has been scheduled for October 16, 2018. Housing Management Specialist Kim Gomez and Robert Garrett will be inspecting several apartments. All financial records and certifications have been submitted to DHCD in preparation for the PMR.

DHCD has given final approval for Fish #083043, 667-2 septic replacement design plans and specifications. The Conservation Commission has requested a formal filing for a Notice of Intent since the buffer zone is less than the 100 feet as shown on the maps. GCG Engineering will present the Notice, send out abutter notifications, coordinate the legal advertisement, and attend the Public Hearing. This will increase expenses and delay the bidding process slightly.

The Minutes of September 11, 2018 were discussed.

M/Davidson, S/Rollins. Motion to approve the Minutes of September 11, 2018 as presented. Unanimous.

The Executive Director's Report for September, 2018 was presented. There were five apartment vacancies as of September 30, 2018 and two leases were signed in September, 2018. There were no credits issued. Mandatory Data Reporting of all Housing Authority Tenants was completed and submitted to DHCD. Annual reporting reflects occupancy statistics existing as of July 31, of the current calendar year. Elevator Inspection Test

was done on September 6, 2018. United Elevator, Huntington Electric and South Shore Generator met with the Elevator Inspector, and the elevator passed. DHCD has issued a Public Housing Notice regarding the Notice of Funding Availability (NOFA) for Modernization to Independence (MTI) Federalization Program. Grants are available for converting selected state-funded family and elderly developments to federal funding. The Executive Director extended the Power Options contract for Natural Gas from November 1, 2019 to October 31, 2023. The new rate will be 5.06/Dthm as opposed to the old rate of 7.80/Dthm. The Executive Director is renewing the lease with Automatic Laundry for seven years. They will install 5 new front load washers, 5 new dryers and 2 card stations. We will continue to receive 60% commission. The Executive Director completed a Contractor Evaluation Form for WPI Construction for the 667-2 and 705-1 roofing project, Fish #083039. While completing the final punchlist, Walter Piwowarczyk installed gutters on the back of two other 667-2 buildings which did not have them. Nancy gave WPI Construction a score of 96 out of 100.

M/Davidson, S/Butler. Motion to approve the Executive Director's Report for September, 2018 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through October 9, 2018 were presented.

M/Butler, S/Luddy-Ross. Motion to approve the Check Register through October 9, 2018 as presented. Unanimous vote.

M/Davidson, S/Butler. Motion to approve the Employee Earnings Record through October 9, 2018 as presented. Unanimous vote.

M/Rollins, S/Butler. Motion to adjourn the meeting at 9:46 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Maryellen Rollins, Clerk