

MINUTES  
REGULAR MONTHLY MEETING  
November 10, 2020  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting as a remote meeting on Tuesday, November 10, 2020 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
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Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant

Guests/Tenants:	None
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Nancy presented the Maintenance Report for October, 2020. There were 51 work orders generated, 49 completed. Bob Graham repaired brakes, changed oil, and issued an inspection sticker on the 2006 F250 Ford. Burgess Pest re-inspected 23-1 & 23-5 after bed bug treatment. Johnson Controls replaced the fire panel which was destroyed by lightning. Tetreault and Sons continued work on 667-2 septic project. Fred Tully replaced the hot water supply line at 100 Prospect St. and repaired a shower valve at 64 Prospect St.

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

The work on the 667-2 septic system, Fish #083043, is nearly complete. The contractor, Tetreault and Sons, is waiting for a final test, hydro-seeding and replacing a damaged curb around the island.

The Operating Budgets for State-aided Housing for the 400-1 and 689-1 programs were both approved by DHCD.

The Capital Improvement Work Plan 5001, Amendment 7, Contract for Financial Assistance was discussed. The Formula Funding extends the award to FY2023 with an increase of \$225,506.00. Joseph Dutcher read the resolution which carried by unanimous vote.

**Sandra Luddy-Ross** moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by **Barbara Lafond**, and upon roll calls the Ayes and Nays were as follows: 4 ayes and 0 nays

Board re-organization will be discussed when there is a full complement of the Board. Joseph expressed concerns about being Chairman since he plans on being in Florida for part of the winter. Do to the increase in COVID cases it appears that meetings will continue to be held remotely for several more months.

The 100 Prospect Street Office Renovations with the \$10,000 COVID19 award was discussed. Molly Parris of the RCAT has submitted a budget increase in Cap Hub.

The Riddell Road Fire Alarm System has been fitted with the new fire alarm panel. There are 3 buildings on the end of the circuit which are still problematic. Suppressers are needed to prevent further electrical damage.

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. East Bridgewater has approved and is in Financial Review by DHCD.

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 October 13, 2020 were discussed.

**M/Butler, S/Luddy-Ross.** Motion to approve the Minutes of October 13, 2020. Unanimous.

The Executive Director's Report for October, 2020 was presented. There were 3 apartment vacancies as of as of October 31, 2020 and 3 leases were signed in October. There were \$0 credits issued. Wait list applicants as of November 2, 2020: 3575 family, 1771 elderly/handicapped, 5089 Champ total, 5346 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. East Bridgewater is currently 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. Ben Stone, Associate Director of DHCD continues to hold remote meetings one Wednesday a month to discuss the needs of housing authorities and offer guidance in the reopening of office and buildings. The moratorium on evictions has ended. The Executive Director signed a MassNAHRO CHAMP Assistance Team (MCAT) Participation Agreement. They will generate, print, mail Priority Preference packages for each applicant and track and upload documentation received. There is no cost at this time. Cost will be decided based on initial screenings.

Christine asked if there had been any COVID cases among the Housing Authority residents. Nancy responded that none have been reported. Sandra wanted to extend the Board appreciation to the Maintenance staff on their diligence in keeping people safe.

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

The Check Register and Employee Earnings Record through November 10, 2020 were presented. Due to payroll checks being issued on Tuesday, November 10, 2020 rather than Wednesday, November 11, 2020, a holiday, there is an extra payroll week included in the Employee Earnings Record.

**M/Butler, S/Lafond.** Motion to approve the Check Register through November 10, 2020 as presented. Unanimous vote.

**M/Butler, S/Luddy-Ross.** Motion to approve the Employee Earnings Record through November 10, 2020 as presented. Unanimous vote.

The Accountant's Compilation Reports and the Quarterly Operating Statements through September 30, 2020 were reviewed.

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

**M/Butler, S/Lafond.** Motion to acknowledge the Quarterly Operating Statements through September 30, 2020 as written. Unanimous vote.

Next meeting is scheduled for December 8, 2020 and will be held remotely.

**M/Butler, S/Luddy-Ross.** Motion to adjourn the meeting at 9:31 a.m. Vote unanimous.

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Nancy J. Morris, Executive Director

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