

MINUTES
REGULAR MONTHLY MEETING
November 12, 2019
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, November 12, 2019 with said meeting called to order at 9:00 a.m. by Vice Chairman Larry Davidson.

Board Members Present:	Larry Davidson	Vice Chairman
	Christine Butler	Treasurer, Clerk
	Sandra Luddy-Ross	Assistant Treasurer
	Barbara Lafond	Member

Board Members Absent:	Joseph Dutcher	Chairman
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Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant
	Peter Egan	Maintenance Mechanic/Laborer

Guests/Tenants:	None
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Peter Egan presented the Maintenance Report for October, 2019. There were 72 work orders created, 119 completed. Bruce McKean painted the bathroom in 53-6. Fred Tully changed shutoffs in 65-6 and 89-5. Anthony Aprea completed tile work in 76-3. Bruce McKean painted bathrooms and kitchens in 64 and 74 Prospect Street. Burgess Pest Control exterminated yellow jackets outside of apt. 208. Dorsey & Sons finished the repair of the circulator pump at 100 Prospect Street. South Shore Generator performed the semi-annual maintenance on the standby generator. Yankee Sprinkler performed the annual testing of the sprinkler systems at 100 and 34/44 Prospect Street.

M/Luddy-Ross, S/Butler. Motion to approve the Maintenance Report for October, 2019 as presented. Unanimous.

Larry Davidson will consider taking the Mandatory Board Member Training but does not appreciate the state micro-managing the Housing Authority. Barbara Lafond is still having trouble signing in and submitted a message to the help desk.

The Riddell Road 667-2 Septic Replacement, Fish #083043 is still under construction.

The Performance Management Review was shared with the Board. Sandra Luddy-Ross said it was a good review and it reflected the hard work of the staff. There were no findings.

Fiscal 2020 Budget was approved by DHCD.

Executive Director Contract for Nancy Morris was reverted for a salary revision. The updated contract reflects the amount approved by the most recent Executive Director Salary Schedule.

M/Butler, S/Lafond. Motion to approve the Executive Director's Contract revised to reflect the salary revision which was updated according to the July 1, 2019 Executive Director Salary Schedule. Unanimous.

Fish #083047, 667-2 window panel insulation bid opening was October 11, 2019. The low bidder was Almar LLC at \$24,787.00. The Notice to Proceed was issued on November 5, 2019 which makes January 3, 2020 the completion date. Almar replaced two shingle roofs for the Housing Authority in 2018.

The Board has been notified of the upcoming Regional Capital Assistance Team Advisory Board elections. Nominations will be closed November 30, 2019. No one was interested in serving on the Advisory Board.

A policy for inspection work orders was discussed. It was advised by Robert Garret during the Performance Management Review that we adopt a policy for placing inspection work orders into deferred work orders when necessary. Because of the number of work orders generated during inspections and the 30 day completion time, the deferred system can prevent findings.

M/Butler, S/Luddy-Ross. Motion to approve the Policy for Inspection Work Orders as written. Unanimous.

The 100 Prospect St. façade study, Fish #083049, began November 6, 2019 and revealed serious deficiencies. There was a crack in the brickwork at the back corner of the building near employee parking which went into the concrete block wall. The contractor, Chapman, repaired this during the investigation. They also found that the cornice on the Union Street side of the building is badly deteriorated and pieces could potentially fall. Peter Egan has marked off the area beneath and around the cornice. Nancy and Molly Parris will work with DHCD to see if emergency funding can be provided.

The Minutes of October 8, 2019 were reviewed.

M/Butler, S/Luddy-Ross. Motion to approve the Minutes of October 8, 2019 as presented. 3 ayes, 1 abstain.

The Executive Director's Report for October, 2019 was presented. There were two apartment vacancies as of November 4, 2019 and no leases were signed in October, 2019. Wait list applicants as of October 31, 2019 – 1574 family, 815 elderly/handicapped, Champ Total 2303. Our total 2389. No Credits issued. On October 28, 2019 Kim Gomez, Housing Management Specialist, and Rob Garret, Facilities Management Specialist, conducted the Performance Management Review (PMR) for DHCD. They reviewed the Maintenance Policy and Procedures Manual, the Deferred and Preventative Policies, the work order system, the flow of the work orders, and protocol for emergencies. They also visited several apartments. The only health and safety issues were in a family unit. The heater cover was missing in an upstairs bedroom and there was severe clutter around the boiler in the basement. Both issues were corrected within 48

hours. EBI Consulting performed the Facility Condition Assessment October 29, 2019. Their assessment will be used as part of the calculation for our future formula funding. The main concerns were accessibility and sustainability. Ashiqur Rahman inspected 17 units while another assessor inspected the 8 accessible units. Nancy stated she would like to give the day after Thanksgiving off to all staff as has been done in the past. Sandra said that was nice.

M/Butler, S/Lafond. Motion to approve the Executive Director's Report for October, 2019 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through November 12, 2019 were presented.

M/Butler, S/Luddy-Ross. Motion to approve the Check Register through November 12, 2019 as presented. Unanimous vote.

M/Butler, S/Lafond. Motion to approve the Employee Earnings Record through November 12, 2019 as presented. Unanimous vote.

The Accountant's Compilation Report through September 30, 2019 and the Quarterly Operating Statements were reviewed.

M/Luddy-Ross, S/Lafond. Motion to acknowledge the Accountant's Report through September 30, 2019. Unanimous vote.

M/Luddy-Ross, S/Butler. Motion to acknowledge the Quarterly Operating Statements through September 30, 2019 as written. Unanimous vote.

M/Luddy-Ross, S/Butler. Motion to adjourn the meeting at 9:21 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Christine Butler, Clerk