

MINUTES
REGULAR MONTHLY MEETING
November 13, 2018
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, November 13, 2018 with said meeting called to order at 9:00 a.m. by Vice Chairman Larry Davidson.

Board Members Present:	Larry Davidson	Vice Chairman
	Maryellen Rollins	Clerk
	Christine Butler	Treasurer
	Sandra Luddy-Ross	Assistant Treasurer

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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Nancy read a letter from a Riddell Road tenant, thanking the staff for everything they do “to make this housing facility a home.”

Nancy also shared the BlueWave Construction updates for the Westport facility. National Grid should update the meters at the site within the next 2 weeks. Credits will be starting in late November and will be seen on the January utility bill.

Peter Egan presented the Maintenance Report for October, 2018. There were 69 work orders created and 108 completed. WPI Construction installed gutters on buildings 64 and 88. Inspections were done on 667-1. Hometown Carpet Cleaning shampooed floors in 5-1 and 23-5. Huntington Electric installed a radio transmitter in 34/44 Prospect Street, replacing the land line used for the fire alarms. Patriot Services removed a clog in apartment 110. South Shore Generator performed the semi-annual service on the generator.

M/Butler, S/Rollins. Motion to approve the Maintenance Report for October, 2018 as presented. Unanimous.

The FY19 Budget was approved by DHCD.

The Performance Management Review for FY18 on October 16, 2018 produced no findings. Sandra said that she read the report thoroughly and the Housing Authority should be proud.

The Agreed Upon Procedures Audit by Guyder-Hurley is scheduled for November 13, 2018 after the Board meeting.

Fish #083043, 667-2 septic replacement, was discussed. Michael Carter of GCG Associates, Inc. has filed a Notice of Intent and will be attending a meeting of the Conservation Commission on November 26, 2018. Nancy requested that the Board formally vote to name her as Contract Officer for that project.

M/Luddy-Ross, S/Rollins. Motion to approve the Executive Director as Contract Officer for the 667-2 Septic Replacement Project, Fish #083043.

The Housing Authority has received the remaining money from administration budget for #083042, Community Room and 667-2 Roof Replacement, for a total of \$1,786.18. The Executive Director presented her extra hours worked as contract officer for the project for reimbursement, 29 hours for a total of \$1,231.92.

M/Butler, S/Luddy-Ross. Motion to approve the Executive Director's request for reimbursement for the Community Room and 667-2 Roof Replacement, Fish #083042, for 29 hours totaling \$1231.92. Unanimous.

The Minutes of October 9, 2018 were discussed.

M/Butler, S/Rollins. Motion to approve the Minutes of October 9, 2018 as presented. Unanimous.

The Executive Director's Report for October, 2018 was presented. There were 3 apartment vacancies as of October 31, 2018 and 6 leases were signed in October, 2018. There were no credits issued. Nancy and Leslie attended SMEDA on October 17, 2018 at the Stoneforge Tavern. Deidre D'Emilia, from Social Security, and Dennis Gallagher, from the Braintree Retirement System, spoke about retirement. Molly Parris, our new RCAT Project Manager, visited on Thursday, October 25, 2018. We worked on a preliminary 5-year Capital Improvement Plan for FY20-24. Annual inspections were done for all 667-1 apartments, with the exception of those leased during the month of October.

M/Butler, S/Luddy-Ross. Motion to approve the Executive Director's Report for October, 2018 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through November 13, 2018 were presented.

M/Butler, S/Rollins. Motion to approve the Check Register through November 13, 2018 as presented. Unanimous vote.

M/Butler, S/Rollins. Motion to approve the Employee Earnings Record through November 13, 2018 as presented. Unanimous vote.

M/Luddy-Ross, S/Butler. Motion to acknowledge the Accountant's Report through September 30, 2018. Unanimous vote.

M/Luddy-Ross, S/Rollins. Motion to acknowledge the Quarterly Operating Statements through September 30, 2018 as written. Unanimous vote.

M/Luddy-Ross, S/Rollins. Motion to adjourn the meeting at 9:19 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Maryellen Rollins, Clerk