

MINUTES
REGULAR MONTHLY MEETING
November 14, 2017
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, November 14, 2017 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
	James Wolfe	Treasurer
	Sandra Luddy-Ross	Assistant Treasurer, Clerk

Board Members Absent: None

Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant

Guests/Tenants: None

A letter was received from Christine Butler expressing her interest in serving on the Board. Nancy has requested assistance in securing the Governor's appointment with State Representative Diehl. Christine has authorized a CORI check so it is moving along.

Nancy presented the October, 2017 Maintenance Report. There were 66 work orders created, 71 completed and 3 outstanding. Patriot Services removed a clog in apartment 6-1. Fred Tully repaired a leak in apartment 6-3 and 6-4 bathrooms. Turnover completed in 76-1. Patriot Services removed a clog at 45 Prospect Street. Joseph asked what Patriot Services charged for clearing a drain. Leslie looked at the bill and reported that it varied by location and severity.

M/Wolfe, S/Davidson. Motion to approve the Maintenance Report for October, 2017 as presented. Unanimous.

The FY2018 Budget Guidelines have not been released yet.

The draft Agreed Upon Procedures Audit was discussed. There were no exceptions or findings so the Executive Director will not be responding. The final report will be sent in a few weeks.

Fish #083039, the 667-2 and 705-1 roof repairs was discussed. It is unclear whether the contractor, WPI Construction Inc., has completed the final punch list yet. It is very minor.

M/Luddy-Ross, S/Davidson. Motion to approve the Certificate of Final Completion and Application for Payment #2 for \$6050.00 for the Roof Replacement Project, #083039, for WPI Construction, Inc. pending verification that the punch list items were corrected. Unanimous.

Fish #083040, hot water tank for 100 Prospect Street, was discussed. Glionna Plumbing and Heating Services, Inc., has installed and connected two hot water tanks to replace the single failed tank. During installation they became concerned about the material covering some of the pipes and felt the material should be tested for asbestos before removing the old tank. We were notified on November 13, 2017 that the results were negative.

The Minutes of October 10, 2017 were discussed.

M/Luddy-Ross, S/Davidson. Motion to approve the Minutes of October 10, 2017 as written. Unanimous

The Executive Director's Report for October, 2017 was presented. There was one apartment vacancy as of October 31, 2017 and two leases were signed in October, 2017. There were no credits issued. On October 3, 2017 Nancy met with Todd Bard from Lee Energy Group to discuss the possibility of becoming involved with solar energy. The Executive Director attended SMEDA on Wednesday, October 18, 2017. Atty. Patricia Grace and Atty. Andrew Bailey reviewed the regulation changes to 760 CMR 4.00, 6.00, 47.00, and 63.00. Nancy attended SHADO at the Bridgewater Housing Authority on Tuesday, October 24, 2017. Julie Richer from Harbor Health Elder Services presented some of their programs. The Agreed Upon Procedures (AUP) audit performed by Guyder Hurley was October 26, 2017. The audit was performed by Andrew Carlson and there were no exceptions found in any of the categories audited. Nancy also renewed a contract with Direct Energy for electricity for four years.

Sandra said she was not interested in solar energy. Larry and Joseph also said they were not interested but all were willing to listen to a presentation.

M/Wolfe, S/Davidson. Motion to approve the Executive Director's Report for October, 2017 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through November 14, 2017 were presented.

M/Davidson, S/Wolfe. Motion to approve the Check Register through November 14, 2017 as presented. Unanimous vote.

M/Wolfe, S/Davidson. Motion to approve the Employee Earnings Record through November 14, 2017 as presented. Unanimous vote.

The Accountant's Report for September 30, 2017 was discussed. The corrected Balance Sheet for the Report for August 31, 2017 was included in the agenda package mailed to Commissioners.

M/Davidson, S/Luddy-Ross. Motion to acknowledge the Accountant's Report through September 30, 2017. Unanimous vote.

M/Davidson, S/Luddy-Ross. Motion to acknowledge the Quarterly Operating Statements through September 30, 2017 as written. Unanimous vote.

M/Davidson, S/Luddy-Ross. Motion to adjourn the meeting at 9:20 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Sandra Luddy-Ross, Clerk