

MINUTES
REGULAR MONTHLY MEETING
December 10, 2019
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, December 10, 2019 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
	Christine Butler	Treasurer, Clerk
	Sandra Luddy-Ross	Assistant Treasurer
	Barbara Lafond	Member

Board Members Absent: None

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

Guests/Tenants: None

Nancy Morris presented the Maintenance Report for November, 2019. There were 38 work orders created, 19 from inspection, 78 completed. Fred Tully installed a hot water heater in 38 Riddell Road. Johnson Controls inspected the fire alarms in the first floor apartments. Burgess Controls changed the battery terminal on the fire alarm backup. Patriot Services jet sprayed the septic line at 100 Prospect Street. Quality Maintenance did a fall cleanup.

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

The Riddell Road 667-2 Septic Replacement, Fish #083043 will not be completed until spring.

Shikha Jindal, the engineer working on the Concrete Façade study, Fish #083049, needs to do more research before she finalizes her report.

Almar LLC did a mock up for the window panel insulation on November 26, 2019. Molly Parris from the RCAT approved his submittals. He will begin work on December 11, 2019.

The Minutes of November 12, 2019 were reviewed.

M/Davidson, S/Butler. Motion to approve the Minutes of November 12, 2019 as presented. 4 ayes, 1 abstain.

The Executive Director's Report for November, 2019 was presented. There were two apartment vacancies as of November 30, 2019 and one lease was signed in November, 2019. Wait list applicants as of December 2, 2019 – 1745 family, 900 elderly/handicapped, Champ Total 2551. Our total 2645. No Credits issued. Nancy and Leslie attended the Fall MassNAHRO Conference at the Marriott Boston Quincy on November 18, 2019. After the welcome and MassNAHRO update, DHCD conducted an interactive question and answer forum. Some of the sessions attended were CHAMP – State Waiting List Portal; Legal Issues – Common Lease Violations; and Recent Federal and State Legislation That Could Affect Retirement. Sgt. Daniel Clark, The Singing Trooper, entertained at lunch with various patriotic songs. The Honorable Tackey Chan, House Chair, gave a positive talk acknowledging the need for housing and giving his support. Leslie attended a workshop given by Atty. Patricia Grace on November 26, 2019 on No Trespass; Parking and Towing; Hospital, Nursing and Death Issues; and Extermination. 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.

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

The Check Register and Employee Earnings Record through December 10, 2019 were presented.

M/Davidson, S/Butler. Motion to approve the Check Register through December 10, 2019 as presented. Unanimous vote.

M/Luddy-Ross, S/Davidson. Motion to approve the Employee Earnings Record through December 10, 2019 as presented. Unanimous vote.

The Accountant's Compilation Report through October 31, 2019 was reviewed. The reserves are up, at 56.2%, partially because the property insurance bill has not been paid. It is about \$3000 higher than last year.

M/Butler, S/Davidson. Motion to acknowledge the Accountant's Report through October 31, 2019. Unanimous vote.

The January meeting was discussed. Joseph and Sandra will not be available on January 14, 2020. Larry does not think he will either. It was suggested that the next meeting be held on Thursday, January 23, 2020 at the regular time.

M/Davidson, S/Luddy-Ross. Motion to adjourn the meeting at 9:15 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Christine Butler, Clerk