

MINUTES
REGULAR MONTHLY MEETING
December 11, 2018
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, December 11, 2018 with said meeting called to order at 9:00 a.m. by Chairman Joseph Dutcher.

Board Members Present:	Joseph Dutcher	Chairman
	Maryellen Rollins	Clerk
	Christine Butler	Treasurer
	Sandra Luddy-Ross	Assistant Treasurer

Board Members Absent:	Larry Davidson	Vice 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 November, 2018. There were 101 work orders created, 43 from inspection, and 85 completed. Both plows required warranty work at Toll Road. Bob Graham Automotive replaced an alternator and battery in the 2006 F-250 truck. Dubord performed the semi annual pumping at all sites. Patriot Services water jetted 100 Prospect Street. Inspections were done on 667-2.

M/Luddy-Ross, S/Butler. Motion to approve the Maintenance Report for November, 2018 as presented. Unanimous.

The Draft Report of the Agreed Upon Procedures Audit by Guyder-Hurley, completed on November 13, 2018 for Fiscal 2018 found no exceptions.

The Minutes of November 13, 2018 were discussed.

M/Butler, S/Rollins. Motion to approve the Minutes of November 13, 2018 as presented. Unanimous.

The Executive Director's Report for November, 2018 was presented. There were 2 apartment vacancies as of November 30, 2018 and 1 lease was signed in November,

2018. There were no credits issued. Annual inspections were done for all 667-2 apartments. The Executive Director issued three 14-day Notices to Quit. Kelley Long, the Client Services Coordinator and S.H.I.N.E. Counselor from the East Bridgewater Council on Aging, had hours at 100 Prospect Street and 38 Riddell Road during the Medicare Open Enrollment period. Nancy received a notice from DHCD that several Commissioners have not completed the mandatory online DHCD training program. Sandra has contacted them and taken the missing section. Nancy gave Maryellen the email and she will complete. The other two are no longer on the Board.

Nancy informed the Board she is using her vacation time as work load permits but may need to carry over one week.

M/Butler, S/Rollins. Motion to approve the Executive Director's Report for November, 2018 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through December 11, 2018 were presented.

M/Butler, S/Luddy-Ross. Motion to approve the Check Register through December 11, 2018 as presented. Unanimous vote.

M/Butler, S/Rollins. Motion to approve the Employee Earnings Record through December 11, 2018 as presented. Unanimous vote.

The Accountant's Report through October 31, 2018 was presented. The benefits are under until the GIC bill is paid in November and the utilities are under as expected. The combination of these two expense underruns give us a reserve figure at 45%.

M/Luddy-Ross, S/Butler. Motion to acknowledge the Accountant's Report through October 31, 2018. Unanimous vote.

Sandra Luddy-Ross mentioned that her term expires next spring. She asked if there had been any clarification for a tenant commissioner. Nancy responded that she had no specific procedural changes and the Board should continue as always, with communication with the Town Clerk.

M/Butler, S/Rollins. Motion to adjourn the meeting at 9:23 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Maryellen Rollins, Clerk