

MINUTES  
REGULAR MONTHLY MEETING  
December 12, 2017  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, December 12, 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
	Christine Butler	Member

Board Members Absent: None

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

Guests/Tenants: None

A note from a Riddell Road tenant was read complimenting the landscaping work done by Quality Maintenance.

Nancy presented the November, 2017 Maintenance Report. There were 80 work orders created, 32 from inspections, 60 completed and 25 outstanding. Quality Maintenance Landscaping performed fall clean up at all locations. Claude Dubord performed semi-annual septic pumping at all locations. Jeff's Carpetland installed linoleum in 89-3 kitchen. Evergreen Windows installed new windows in 6-3. Bruce McKean painted apartment 5-8. Jeff's Carpetland installed vinyl flooring in apt. 6-3. Turnovers were completed in 89-8, 5-8, and 6-3. Patriot Services water jetted the main septic line at 100 Prospect Street.

**M/Wolfe, S/Luddy-Ross.** Motion to approve the Maintenance Report for November, 2017 as presented. Unanimous.

The FY2018 Budget Guidelines have not been released yet. It was suggested that if DHCD could not complete the new Executive Director Salary Schedule, the guidelines should be released by the end of December. Joe would like to participate remotely. Nancy will look into the legalities of it under the Open Meeting Laws, and also the capabilities of the office computers.

Fish #083039, the 667-2 and 705-1 roof repairs was discussed. The contractor, WPI Construction Inc., has not completed the final punch list yet.

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. The old tank has been removed. The engineer needs to schedule an inspection.

Contracting for Net Metering Credits from off-site solar power developments was discussed. There could be up to a 30% saving to the Housing Authority over a 20 year period. Nancy shared the PHN 2015-01 issued January 26, 2015 pertaining to net metering. The Board also received a copy of a slide show presentation by Elizabeth Glynn of Blue Wave explaining the company and also the amount of savings which can be anticipated. James was concerned about a 20 year contract. Nancy explained that only 85% of the usage would be purchased in case of any modernization which would lessen the electricity usage. All were agreeable to have Elizabeth give a presentation and answer any questions they might have.

Joseph will not be present at the January or February meetings. Sandra will not be able to attend the January meeting. James asked if it could be later in the day. Nancy will see if Elizabeth is available on Tuesday, January 23, 2017 at 5:00 p.m. She and Joe will review the agenda the end of December if an earlier meeting is needed.

The Minutes of November 14, 2017 were discussed.

**M/Wolfe, S/Luddy-Ross.** Motion to approve the Minutes of November 14, 2017 as written. 4 ayes, 1 abstain.

The Executive Director's Report for November, 2017 was presented. There was one apartment vacancy as of November 30, 2017 and two leases were signed in November, 2017. There were no credits issued. Sandra and Nancy attended the MassNAHRO Fall Conference in Plymouth on November 13 and 14, 2017. Some of the workshops attended were: DHCD Town Hall Q&A's; Hot Topics with the Regional Attorneys; Managing Construction Projects; LHA Legal Update; Fee Accountants Roundtable – Best Practices; and the Small Housing Authority Roundtable. Annual inspections of 667-1 were completed. Sullivan Group has renewed a new premium rate for the Blanket Property , Boiler & Machinery and Crime Insurance for local housing authorities for November 17, 2017 through November 17, 2018 at \$102.00 per unit, which is \$3.00 less than last year.

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

The Check Register and Employee Earnings Record through December 12, 2017 were presented.

**M/Wolfe, S/Davidson.** Motion to approve the Check Register through December 12, 2017 as presented. Unanimous vote.

**M/Wolfe, S/Davidson.** Motion to approve the Employee Earnings Record through December 12, 2017 as presented. Unanimous vote.

Sandra said that she would like to continue to be the Assistant Treasurer but would be willing to give up the position of Clerk if Tina was interested.

**M/Luddy-Ross, S/Wolfe.** Motion to nominate Christine Butler to serve as Clerk of the East Bridgewater Housing Authority. Unanimous.

The Accountant's Report for October 31, 2017 was discussed.

**M/Davidson, S/Wolfe.** Motion to acknowledge the Accountant's Report through October 31, 2017. Unanimous vote.

**M/Luddy-Ross, S/Davidson.** Motion to adjourn the meeting at 9:38 a.m. Vote unanimous.

\_\_\_\_\_  
Nancy J. Morris, Executive Director

Attested \_\_\_\_\_  
Christine A. Butler, Clerk