

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

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, February 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
	Sandra Luddy-Ross	Assistant Treasurer
	Christine Butler	Clerk
Board Members Absent:	Joseph Dutcher	Chairman
	James Wolfe	Treasurer
Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant
Guests/Tenants:	None	

Sandra Luddy-Ross completed the Conflict of Interest Law online training and received her certificate.

The Maintenance Report was presented. There were 63 work orders created, 12 from inspections, 43 completed, and 22 work orders outstanding. John Decosta replaced a lock in apartment 5-6. Tully Plumbing investigated a leak in a cabinet in 64-1. Bruce McKean painted 64-6. Dorsey and Sons was called for a heating issue at 100 Prospect Street. They suggested that the circulator pumps be alternated every couple of months. They also suggested changing the expansion tank and will send a quote. Bruce McKean painted apartment 102. Turnover in apartment 102 was completed.

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

The Contract for the Solar Net Metering with Blue Wave Solar has been fully executed.

M/Luddy-Ross, S/Butler. Motion to remove the Tenant Election Process Survey from the table for discussion. Unanimous.

Sandra read the survey and found it hard to comprehend. She didn't think it was fair to ask someone not to run, but didn't think increasing the Board to seven would be efficient. Christine thought if a tenant wanted to sit on the Board they could run for the position. All were in agreement. Larry suggested that Nancy respond that the Board would

welcome any tenant member who joins the Board of their own volition but does not feel anyone should be pressured to run.

The Annual Report was discussed.

M/Butler, S/Luddy-Ross. Motion to submit the East Bridgewater Annual Report to the Selectmen for the Town Annual Report as written. Unanimous.

The FY2018 Budgets have both been approved by DHCD.

The Maintenance Mechanic Laborer Position was discussed. Nancy received 65 resumes by the due date, Friday, January 26, 2018 at 2:00 p.m. She has interviewed six and found three to be very qualified. She referred to them as applicant #1, #62 and #35. She will follow up on references and give her recommendation to the Board. Sandra was concerned about conflict of interest if someone was a company owner. Nancy will check and schedule a special meeting for the end of February.

Fish #083040, hot water tank for 100 Prospect Street, was discussed. Glionna Plumbing and Heating Services, Inc., has completed the punch list items and submitted all final paperwork.

M/Luddy-Ross, S/Butler. Motion to approve Certificate of Final Completion and Application and Certificate for Payment #2 for Glionna Plumbing & Heating Services, Inc. for \$1,496.15. Unanimous.

Fish #083042, 667-2 roof repairs for 77 and 38 Riddell Road was discussed. There was a site inspection held on February 7, 2018. The bid opening will be February 14, 2018 at 2:00 p.m.

There is a flooring project for 85 Prospect Street and 52-3 and 64-6 Riddell Road. The site inspection is scheduled for February 14, 2018, with a bid opening February 21, 2018 at 2:00 p.m.

The Minutes of January 23, 2018 were discussed.

M/Luddy-Ross, S/Butler. Motion to approve the Minutes of January 23, 2018 with the correction to the titles of Sandra Luddy-Ross and Christine Butler. Unanimous.

The Executive Director's Report for January, 2018 was presented. There were two apartment vacancies as of January 31, 2018 and two leases were signed in January, 2018. There were no credits issued. Annual inspections of 667-3 were completed. Nancy and Leslie attended SHADO on January 23, 2018 at the West Bridgewater Housing Authority. Emergency Management Plans were reviewed. Nancy has requested a 4 month waiver for each of the 2 vacancies due to extensive work needed.

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

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

M/Butler, S/Luddy-Ross. Motion to approve the Check Register through February 13, 2018 as presented. Unanimous vote.

M/Butler, S/Luddy-Ross. Motion to approve the Employee Earnings Record through February 13, 2018 as presented. Unanimous vote.

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

M/Luddy-Ross, S/Butler. Motion to acknowledge the Accountant's Report through December 31, 2017. Unanimous vote.

The Quarterly Operating Statements for December 31, 2017 were discussed.

M/Luddy-Ross, S/Butler. Motion to acknowledge the Quarterly Operating Statements for December 31, 2017 as presented. Unanimous.

M/Butler, S/Luddy-Ross. Motion to adjourn the meeting at 9:32 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Christine A. Butler, Clerk