

MINUTES
REGULAR MONTHLY MEETING
February 9, 2021
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting as a remote meeting on Tuesday, February 9, 2021 with said meeting called to order at 9:00 a.m. by Chairman Joseph Dutcher.

Board Members Present:	Joseph Dutcher	Chairman
	Christine Butler	Treasurer, Clerk
	Sandra Luddy-Ross	Assistant Treasurer
	Barbara Lafond	Member
Board Members Absent:	Larry Davidson	Vice Chairman
Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant
Guests/Tenants:	None	

There was no correspondence.

Nancy presented the Maintenance Report for January, 2021. There were 34 work orders generated, 37 completed. Bob Graham changed the oil in the 2017 Ford F350. Johnson Controls performed the semi-annual inspections at Riddell Road on the first floor apartments. Maztek installed a tub surround at 64-5 Riddell Road. Tetreault did electrical work on the 667-2 septic project. Dorsey & Sons made repairs to the boilers at 100 Prospect Street. Burgess Pest inspected and set baits for rodents at 34/44, 45 and 55 Prospect Street. Issue arose from the dumpster at 34/44. South Shore Generator did routine maintenance on generator. Bruce McKean painted G-01 and 208 at 100 Prospect Street. DeCosta Lock replaced defective parts to the inner entry door opener at 100 Prospect Street.

M/Butler, S/Lafond. Motion to approve the Maintenance Report for January, 2021 as presented. Unanimous.

The work on the 667-2 septic system, Fish #083043, is not complete. Nancy has sent a letter to Tetreault and Sons putting them on notice that the Housing Authority may be contacting their bonding company.

Board re-organization will be discussed when there is a full complement of the Board. Joseph Dutcher will contact Larry Davidson to find out if he will running for election since his position expires this year.

The 100 Prospect Street Office Renovations was discussed. There have been no updates.

The Capital Improvement Work Plan 5001, Amendment 8, Contract for Financial Assistance was discussed. The Formula Funding extends the award for FY2024 to \$1,983,492 with an increase of \$260,574. This includes the FY2024 Formula Funding of \$202,145 and an Emergency Funding award of \$58,429. Joseph Dutcher read the resolution which carried by unanimous vote.

Christine Butler moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by **Sandra Luddy-Ross**, and upon roll calls the Ayes and Nays were as follows: 4 ayes and 0 nays

The 100 Prospect St. Window Lintel Project, #083053 was discussed. A pre-construction meeting is scheduled for Wednesday, February 10, 2021 at 9:00 a.m.

M/Luddy-Ross, S/Lafond. Motion to appoint Nancy Morris as Contract Officer for the Window Lintel Project, #083053. Unanimous.

The FY22 Annual Plan and Public Hearing was discussed. It has been posted for March 9, 2021. The CIP portion was revised to include 2 sustainability projects; attic insulation at Riddell Road and low flow toilets in the family development. Nancy will be working with Paradigm Energy Services for the purpose of free energy efficiency upgrades under the LEAN program.

The Annual Report for the Town of East Bridgewater was discussed.

M/Luddy-Ross, S/Lafond. Motion to submit the Annual Report for the Town of East Bridgewater to the Board of Selectmen as printed. Unanimous.

The Minutes of January 23, February 11, and February 24, 2020 were not approved due to a lack of quorum from those meetings.

The Minutes of January 12, 2021 were discussed.

M/Butler, S/Lafond. Motion to approve the Minutes of January 12, 2021. Unanimous.

The Executive Director's Report for January, 2021 was presented. There were seven apartment vacancies as of as of January 31, 2021 and no leases were signed in January. There were two refusals on one apartment. Two Champ wait lists were archived due to no valid applicants on the lists. Wait list applicants as of February 4, 2020: 4006 family, 1953 elderly/handicapped, 5678 Champ total, 5959 our total. There were no credits issued. The

office continues to remain closed to the public until further instruction from DHCD or the Governor's Office. Office staff continues to alternate schedule between office and home. The maintenance staff continues to disinfect heavily trafficked areas twice daily, perform grounds maintenance, complete emergency work orders, and apartment turnovers. The Housing Authority has partnered with the East Bridgewater Board of Health to conduct a COVID-19 vaccination clinic. Housing Authorities have been included in Phase 2, which begins February 1, 2021, following individuals over 75 years of age. The Annual Plan was revised due to changes in the Capital Improvement Plan (CIP). Two sustainability projects, attic insulation at Riddell Road, and low flow toilets in the family development were added. The East Bridgewater Flooring Project was completed. Flooring was installed in three vacant units and one occupied unit. The project was completed in four days and the work was excellent. Larry Davidson's term of office expires this year. To date, no one has taken out nomination papers. Nancy has been contacted by Gary DePace, CPA, PC regarding preparation of the Agreed Upon Procedures Audit for fiscal year ending June 30, 2020.

Tina asked about vaccine availability in East Bridgewater. She wanted to know if a clinic has been scheduled or if appointments could be made. Nancy said the meeting for Wednesday, February 10, 2021 had been postponed because the Town did not receive the vaccines. The Moderna is hard to come by. The Pfizer vaccine, which is more available, must be kept in a deep freeze and the town does not have the facility to do this.

M/Luddy-Ross, S/Butler. Motion to approve the Executive Director's Report for January, 2021 as presented. Unanimous vote.

The Check Registers for 12/9/2020 through 1/12/2021 and 1/13/2021 through 2/9/2021 were discussed.

M/Butler, S/Luddy-Ross. Motion to approve the Check Register from December 9, 2020 through January 12, 2021 as presented. Unanimous vote.

M/Luddy-Ross, S/Butler. Motion to approve the Check Register from January 13, 2021 through February 9, 2021 as presented. Unanimous vote.

The Employee Earnings Record through February 9, 2021 was presented.

M/Lafond, S/Butler. Motion to approve the Employee Earnings Record through February 9, 2021 as presented. Unanimous vote.

The Accountant's Compilation Reports through December 31, 2020 were reviewed.

M/Luddy-Ross, S/Lafond. Motion to acknowledge the Accountant's Report through December 31, 2020. Unanimous vote.

M/Butler, S/Lafond. Motion to acknowledge the Quarterly Operating Statements for December 31, 2020 as presented. Unanimous.

Tina Butler asked if there was something the Board should be doing about Nancy's replacement since she will be retiring next summer. Nancy has received a large package from Kim Gomez with information about legal postings. She was hoping to work on it after the Annual Plan hearing in March.

M/Butler, S/Luddy-Ross. Motion to adjourn the meeting at 9:47 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Christine Butler, Clerk