

MINUTES
REGULAR MONTHLY MEETING
March 12, 2019
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, March 12, 2019 with said meeting called to order at 9:00 a.m. by Vice Chairman Larry Davidson.

Board Members Present:	Larry Davidson Maryellen Rollins Sandra Luddy-Ross	Vice Chairman Clerk Assistant Treasurer
Board Members Absent:	Joseph Dutcher Christine Butler	Chairman Treasurer
Others Present:	Nancy J. Morris Leslie Lundstrom Peter Egan	Executive Director Administrative Assistant Maintenance Mechanic Laborer
Guests/Tenants:	None	

Peter Egan presented the Maintenance Report for February, 2019. There were 47 work orders created, 56 completed. Rack and light installed on F350 for plowing. Warranty work was performed on both plows. Hometown Carpet cleaned carpets in 89-2 and 77-7. Fred Tully replaced a shower valve at 75 Prospect Street and replaced a sink drain at 95 Prospect Street. Higgins Electric disabled a water damaged smoke detector. They covered for Pete Huntington who was on vacation at the time. Kevin Lyman Roofing inspected a roof leak at 100 Prospect Street. Repairs will be done when weather allows. Maintenance has put a temporary patch on the leak. South Shore Generator responded to a problem with the generator which turned out to be major damage to the wiring harness caused by squirrel damage.

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

The March electric bills should reflect a savings from Blue Wave Solar.

The Fiscal 2020 Capital Improvement Plan was approved by DHCD.

The Riddell Road 667-2 Septic Replacement, Fish #083043 low bid was sent to DHCD along with the appropriate extracts from the March 5, 2019 Special Meeting.

The MassNAHRO Spring Conference and Program Book were discussed. The annual Conference will be held May 19-22, 2019 at Seacrest in Falmouth. Sandra said she might be interested in the Conference and would let Nancy know. Larry asked what we usually do for the MassNAHRO program book and Nancy said we usually place a half-page ad for \$85.

M/Luddy-Ross, S/Rollins. Motion to approve the same half-page ad for \$85.00 for the MassNAHRO Spring Conference Program. Unanimous.

The Maintenance Labor and Industry Rates effective April 1, 2019 through March 31, 2020 were discussed. The Maintenance Custodian Laborer position at \$25.40 per hour, with an increase of \$.57, will be \$25.97. The Maintenance Mechanic Laborer position at \$27.01, with an increase of \$.59, will be \$27.60.

M/Luddy-Ross, S/Rollins. Motion to accept the Labor and Industry rate of \$25.97 for the Maintenance Custodian Laborer position, effective April 1, 2019. Unanimous.

M/Rollins, S/Luddy-Ross. Motion to accept the Labor and Industry rate of \$27.60 an hour for Maintenance Mechanic Laborer position effective April 1, 2019. Unanimous.

The revised Net Income Limits by Household Size for Determining Admission for State-aided Housing Programs was discussed.

M/Luddy-Ross, S/Rollins. Motion to adopt the Net Income Limits by Household Size for each specific size for determining admission for state-aided housing programs effective March 1, 2019. Unanimous.

The Fair Market Rents for Continued Occupancy were discussed.

M/Luddy-Ross, S/Rollins. Motion to adopt the Fair Market Rents for Continued Occupancy issued by DHCD. Unanimous.

The Executive Director Contracts were discussed. The Executive Director shared a letter to Janelle Chan, Undersecretary, from Michele Randazzo, of KP Law; Donna Brown-Rego, Executive Director of MassNAHRO; and Brian Costello, President of MassNAHRO; regarding Executive Director contract guidelines. She also shared a presentation from MassNAHRO on the history of meetings and discussions with DHCD, the legal issues as basis for legal action, and the harm for Executive Director and Housing Authority to have standing. These documents were shared as resources for future Executive Director contracts.

A temporary Clerk for the February 5, 2019 Special Meeting was discussed as the Clerk was not present at that meeting.

M/Rollins, S/Davidson. Motion to appoint Sandra Luddy-Ross as Temporary Clerk for the February 5, 2019 Special Meeting. Unanimous.

The Minutes of the March 5, 2019 Special Meeting were discussed.

M/Luddy-Ross, S/Rollins. Motion to approve the Minutes from the Special Meeting of March 5, 2019 as presented. Unanimous.

The Minutes of the February 5, 2019 Meeting were discussed.

M/Luddy-Ross, S/Rollins. Motion to approve the Minutes of February 5, 2019 as presented. Unanimous.

The Executive Director's Report for February, 2019 was presented. There were 4 apartment vacancy as of February 28, 2019 and 1 lease was signed in February, 2019. There were no credits issued. Recertification paperwork for all tenants is nearly complete. Tenants will sign by April 1, 2019 for rent change effective May 1, 2019. Nancy and Leslie attended SHADO ON Tuesday, February 26, 2019 in Taunton. Andrew Clinton from DHCD gave a presentation on CHAMP, the Common Housing Application for Massachusetts Public-Housing. He reviewed some of the problems housing authorities are having with the system and how they can be avoided. He listened to suggestions on how to improve the process. It was followed by a question and answer session. It was also announced that DHCD has retained Cybersense for technical and usage training on a one on one basis. The standby generator is currently not running. Squirrels got into the machinery and ate the wiring harness. Executive Director and Molly Parris are following up with South Shore Generator and Generac the manufacturer.

M/Luddy-Ross, S/Rollins. Motion to approve the Executive Director's Report for February, 2019 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through March 12, 2019 were presented.

M/Luddy-Ross, S/Rollins. Motion to approve the Check Register through March 12, 2019 as presented. Unanimous vote.

M/Rollins, S/Luddy-Ross. Motion to approve the Employee Earnings Record through March 12, 2019 as presented. Unanimous vote.

The Accountant's Report through January 31, 2019 was presented.

M/Rollins, S/Luddy-Ross. Motion to acknowledge the Accountant's Report through January 31, 2019. Unanimous vote.

M/Rollins, S/Luddy-Ross. Motion to adjourn the meeting at 9:16 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Maryellen Rollins, Clerk