

MINUTES  
REGULAR MONTHLY MEETING  
April 10, 2018  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, April 10, 2018 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
	Christine Butler	Clerk
	Maryellen Rollins	Member
Board Members Absent:	Sandra Luddy-Ross	Assistant Treasurer
Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant
	Peter Egan	Maintenance Mechanic Laborer
Guests/Tenants:	None	

Joseph Dutcher opened the meeting by congratulating Maryellen Rollins on her election and welcoming her to the Board.

Nancy Morris read a card from a tenant thanking Nancy, Leslie, Tony and Peter for everything they do.

The Housing Authority received an invitation from the S.A.L.T. Council (Seniors and Law Enforcement Together) to participate in the Safety and Wellness Fair for Seniors June 7, 2018.

The Maintenance Report for February was presented. There were 32 work orders created, 32 completed, and 25 work orders outstanding. Fred Tully changed diverters in 6-6, 23-1, and 52-1 and valves in 53-4 and 65-4. Environmental Response Service remediated asbestos tiles in 52-3. John Decosta replaced a door push bar in the maintenance room at 100 Prospect Street.

Nancy stated that the cost for asbestos abatement for \$5080.00 will come from DHCD's Compliance Reserve Fund. We will be receiving an amendment to our formula funding.

**M/Davidson, S/Butler.** Motion to approve the Maintenance Report for February, 2018 as presented. Unanimous.

The Maintenance Report for March was presented. There were 50 work orders generated, 44 completed, and 21 work orders outstanding. Bob Graham repaired the multifunction switch in the Ford F250. Toll Road repaired the new plow on the F250. Patriot Services cleared clogged drains in buildings 6, 24 and 52 from a manhole drain. Pete Huntington serviced the camera at Riddell Road. Little Dryden moved snow from blizzard. United Elevator repaired the elevator at 100 Prospect St. Pete Huntington performed the quarterly alarm inspection at 34/44 and 100 Prospect St. Dorsey and Sons serviced the pumps and installed a new expansion tank on the boiler at 100 Prospect St.

**M/Davidson, S/Butler.** Motion to approve the Maintenance Report for March, 2018 as presented. Unanimous.

There was no new business for discussion.

The Board reorganization was discussed. Larry discussed waiting for a full complement of the Board. Nancy explained that it was important that she have two Commissioners as signatories on the bank accounts. She said Sandra would like to remain as Assistant Treasurer and thought Tina Butler would be a good Treasurer. Joseph thought that since everyone knew Sandra's feelings, the reorganization could be done without her.

**M/Davidson, S/Butler.** Motion to nominate Joseph Dutcher as Chairperson. Unanimous.

**M/Rollins, S/Butler.** Motion to nominate Larry Davidson as Vice Chairperson. Unanimous

**M/Davidson, S/Rollins.** Motion to nominate Christine Butler as Treasurer. Unanimous.

**M/Davidson, S/Butler.** Motion to nominate Maryellen Rollins as Clerk. Unanimous.

**M/Butler, S/Rollins.** Motion to nominate Sandra Luddy-Ross as Assistant Treasurer. Unanimous.

The Labor and Industry Rates for April 1, 2018 were discussed. The Maintenance Custodian position was at \$24.65 per hour, with an increase of \$.75, will be \$25.40. The Maintenance Mechanic Laborer position was at \$26.11, with an increase of \$.90, will be \$27.01.

**M/Davidson, S/Butler.** Motion to accept the Labor and Industry rate of \$25.40 for the Maintenance Custodian position, effective April 1, 2018. Unanimous.

**M/Davidson, S/Butler.** Motion to accept the Labor and Industry rate of \$27.01 an hour for Maintenance Mechanic Laborer position effective April 1, 2018. Unanimous.

The Executive Director presented her extra hours worked as contract officer for the 667-2 and 705-1 Roof Repairs, Fish #083039, for reimbursement. She will also be requesting \$5,760.00, the balance of the administrative budget, for small projects not covered by formula funding.

**M/Butler, S/Rollins.** Motion to approve the Executive Director's request for reimbursement for the 667-2 and 705-1 Roof Repairs, Fish #083039, for 29 hours, totaling \$1103.47. Unanimous.

The Executive Director also presented her extra hours worked as contract officer for the 100 Prospect Street Hot Water Tank replacement, Fish #083040, for reimbursement.

**M/Butler, S/Davidson.** Motion to approve the Executive Director's request for reimbursement for the 100 Prospect Street Hot Water Tank replacement, Fish #083040, for 40.5 hours, totaling \$1599.33. Unanimous.

Fish #083042, 667-2 roof repairs for 77 and 38 Riddell Road was discussed. The bid opening was February 14, 2018 at 2:00 p.m. Almar LLC was the lowest bidder at \$37,984.00. His bid documents and references were in order.

**M/Davidson, S/Butler.** Motion to approve Almar LLC as the general contractor for the 667-2 and Community Building Roof Replacement Project, Fish #083042 for \$37,984.00. Unanimous.

**M/Butler, S/Rollins.** Motion to approve the Executive Director as Contract Officer for the 667-2 and Community Building Roof Replacement Project, Fish #083042. Unanimous.

The flooring replacement project for 85 Prospect Street and 52-3 and 64-6 Riddell Road was discussed. The site inspection was held on February 14, 2018, and a bid opening February 21, 2018 at 2:00 p.m. MJ Connors Construction was the lowest bidder at \$17,995.00. The original estimate was \$12,000.00. We have been allowed to do a budget modification to our Capital Improvement Plan increasing the TDC from \$18,000.00 to \$23,000.00. This will enable us to be closer to our benchmarks and save some of our reserves.

Larry Davidson did not feel it was necessary to appoint Nancy as contract officer as it was part of her contract. Nancy said the minutes are put in the project file, in case there are any questions at a later date. He said it was redundant but would go along with it.

**M/Davidson, S/Butler.** Motion to approve MJ Connors as the general contractor for the flooring replacement project for 85 Prospect Street and 52-3 and 64-6 Riddell Road for \$17,995.00, increasing the Formula Funding TDC from \$18,000.00 to \$23,000.00. Unanimous.

**M/Davidson, S/Butler.** Motion to approve the Executive Director as Contract Officer for the flooring replacement project for 85 Prospect Street and 52-3 and 64-6 Riddell Road. Unanimous.

Fish #083043, 667-2 septic replacement is in the schematic design phase. GCG, an approved DHCD house doctor, has been retained to design the new system. Their contract is for \$24,500.00. The original construction estimate originally was \$236,000.00

but has been increased to \$348,000.00. This will push our other projects in CIP out further. There were many additions, such as road and sidewalk repairs and landscaping which will be included in the project.

East Bridgewater Housing Authority has been awarded \$160,204 in Formula Funding for Fiscal Year 2021.

Public Housing Notice 2018-05, Wage Match DOR Information was discussed. DOR and DHCD are requiring that all local housing authorities take steps to improve security over DOR and personal information. Nancy and Leslie are the only staff members who have access to tenant and applicant personal information. Both have read and executed the Wage Match Acknowledgement Regarding Confidentiality of Information; DOR Disclosure and Security Training for Safeguarding Information; DHCD Identifying and Safeguarding Personal Information – Training; and Executive Office of Housing and Economic Development Privacy and Information Security Brochure. Chairman Dutcher has verified Nancy and Leslie's signed acknowledgments to the above.

**M/Butler, S/Davidson.** Motion to certify that the above mentioned acknowledgements were received and executed by Nancy Morris and Leslie Lundstrom. Unanimous.

The MassNAHRO Spring Conference and Program Book advertisement was discussed. In the past, the housing authority has placed a half page ad in the program book.

**M/Butler, S/Davidson.** Motion to place a half page ad in the MassNAHRO Spring Conference Program Book for \$85.00 with the updated names and officers. Unanimous.

Nancy and Sandra will be attending the Conference Monday and Tuesday.

The Minutes of February 13, 2018 and February 21, 2018 were discussed. Present at those meetings were Larry, Sandra and Tina. There was no quorum for a vote.

The Executive Director's Report for February, 2018 was presented. There were two apartment vacancies as of February 28, 2018 and no leases were signed in February, 2018. There were no credits issued. Nancy attended SMEDA at Stone Forge on Wednesday, February 21, 2018. Atty. Grace did a workshop on employee evaluations, progressive discipline, terminations, civil service rights, and code of conduct. Nancy attended SHADO on February 27, 2018 at the Middleboro Housing Authority. Nick Bessey from PHA Web and Bob Hill from PHA Network each gave presentations on the new features of their software. They are in full compliance with DHCD's new regulations pertaining to Performance Management Review, Tenant Accounts' Receivables, and the Centralized Wait List. Recertification of all Housing Authority Tenants has been started. The Executive Director interviewed 10 candidates for the position of Maintenance Mechanic Laborer. Those who were not chosen were notified.

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

The Executive Director's Report for March, 2018 was presented. There were two apartment vacancies as of March 31, 2018 and no leases were signed in March, 2018.

There were no credits issued. Nancy attended SHADO on March 27, 2018. Dave Matosky, MassNAHRO Insurance Group, gave a presentation on workers comp claims and safety issues. Recertification of all Housing Authority tenants is ongoing. Legislative Information Day at the State House is April 30, 2018

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

The Check Register and Employee Earnings Record through April 10, 2018 were presented.

**M/Butler, S/Davidson.** Motion to approve the Check Register through April 10, 2018 as presented. Unanimous vote.

**M/Davidson, S/Butler.** Motion to approve the Employee Earnings Record through April 10, 2018 as presented. Unanimous vote.

The Accountant's Report for January 31, 2018 was discussed.

**M/Davidson, S/Butler.** Motion to acknowledge the Accountant's Report through January 31, 2018. Unanimous vote.

The Accountant's Report for February 28, 2018 was discussed.

**M/Butler, S/Davidson.** Motion to acknowledge the Accountant's Report through February 28, 2018. Unanimous vote.

**M/Davidson, S/Butler.** Motion to adjourn the meeting at 9:55 a.m. Vote unanimous.

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

Attested \_\_\_\_\_  
Maryellen Rollins, Clerk