

MINUTES  
REGULAR MONTHLY MEETING  
April 13, 2021  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting as a remote meeting on Tuesday, April 13, 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
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Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant

Guests/Tenants:	Daniel Robillard, Milne, Shaw & Robillard
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Nancy read two cards from Riddell Road tenants. One praised all four staff members for their dedication to making the Housing Authority a safe and pleasurable area. The other was addressed to Leslie and Nancy expressing her feelings of being cared about by them.

Board re-organization will be discussed when there is a full complement of the Board.

Daniel Robillard presented the FY2021 Revision #1 to the Board. The original budget reflected a 4% decrease anticipated by the State. Increases were for the new Labor and Industry rates for the maintenance staff, an increase for the Administrative Assistant, and an adjustment for the overtime hours incurred by maintenance to be paid with the Covid Cares Act money.

**Sandra Luddy-Ross** moved that the proposed Operating Budget for State-Aided Housing of the East Bridgewater Housing Authority, Program Number 400-1 for fiscal year ending 6/30/2021 showing total revenue of \$828,541 and Total Expenses of \$814,666 thereby requesting a subsidy of \$44,691, and further that the Executive Director's total annual salary of \$72,662 for fiscal year ending 6/30/2021 be submitted to the Department of Housing and Community Development for its review and approval. **Christine Butler** seconded the motion which, upon roll call, was passed by a vote of 4 for to 0 against. Unanimous.

**Christine Butler** moved that the proposed Operating Budget for State-Aided Housing of the East Bridgewater Housing Authority, Program Number 689-1 for fiscal year ending 6/30/2021 showing total revenue of \$27,340 and Total Expenses of \$24,666 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$72,662 for fiscal year ending 6/30/2021 be submitted to the Department of Housing and Community Development for its review and approval. **Sandra Luddy-Ross** seconded the motion which, upon roll call, was passed by a vote of 4 for to 0 against. Unanimous.

Daniel Robillard presented the Accountant's Report through February 28, 2021. He pointed out that the figures were based on the original FY2021 budget as Revision #1 had not been approved. He also stated that the Operating Reserves for the 400-1 program were at 60.6% and the 689-1 program were at 382.3%

**M/Butler, S/Luddy-Ross.** Motion to acknowledge the Accountant's Report through February 28, 2021. Unanimous vote.

Nancy presented the Maintenance Report for March, 2021. There were 49 work orders generated, 50 completed. Patriot Services cleared main line clogs in 64B and 89A. Tetreault & Sons resumed work on the 667-2 septic system. Johnson Controls and the East Bridgewater Fire Department inspected the new alarm panel. Working on turnovers in 23-2 and 52-3. Completed 6-1. Working on turnovers in G-01 and 208. G-03 turnover completed.

**M/Butler, S/Luddy-Ross.** Motion to approve the Maintenance Report for March, 2021 as presented. Unanimous.

The work on the 667-2 septic system, Fish #083043, was discussed. Tetreault and Sons resumed work. The new system has been hooked up and the seeding was done. The paving of the entryways has been done.

The 100 Prospect Street Office Renovations, #083054, was discussed. The preconstruction visit was held March 17, 2021. The budget estimate is \$49,252. Rob Smith of JM Booth & Associates, Inc. and Molly Parris of the Southeast RCAT were present. No contractors attended. The bid opening was held April 1, 2021 and 2 bids were received:  
Paxor Construction, LLC - \$48,900 with \$3,600 for Alternate 1  
Zander Corporation – \$57,600 with \$6,500 for Alternate 1

**M/Butler, S/Luddy-Ross.** Motion to award the 100 Prospect Office Renovation Project, #083054 to Paxor Construction, LLC of Merrimack, NH for \$48,990 for the base bid and \$3,600 for Alternate 1. Unanimous

**M/Butler, S/Lafond.** Motion to make the Executive Director the Contract Officer for the 100 Prospect Office Renovation Project, #083054. Unanimous

The Window and Lintel Repair Project for 100 Prospect Street, #083053 was discussed. The asbestos abatement by ATC began on April 5, 2021. That part should be completed within 10 days and Kenney Masonry can begin the lintels mortar and brick repair.

The Labor and Industry Rates set by the State were issued. The new rates went into effect on April 1, 2021. The new rate for the Maintenance Custodian Laborer is \$27.21, an increase of \$.80. The new rate for the Maintenance Mechanic/Laborer is \$29.63, and increase of \$1.50.

**M/Luddy-Ross, S/Butler.** Motion to approve the Labor and Industry rate for the Maintenance Custodian Laborer for \$27.21 for the period April 1, 2021 to March 31, 2022. Unanimous.

**M/Butler, S/Luddy-Ross.** Motion to approve the Labor and Industry rate for the Maintenance Mechanic/Laborer for \$29.63 for the period April 1, 2021 to March 31, 2022. Unanimous.

The hiring of a new Executive Director was discussed. Nancy provided a job description and had given the Board members the guidelines issued by DHCD several months ago. Sandra did not have a job description in her packet but Nancy will get one to her. It was recommended that a selection committee be formed to consist of two members of the Board. They will make a recommendation of the selected candidates to the Board. Nancy will post the advertisement in the appropriate mediums to attract candidates familiar with the industry and on the Housing Authority website. The applicants will be directed to email their resumes to Nancy's email and she will forward to both Sandra and Tina.

The Minutes of January 23, February 11, and February 24, 2020 were discussed. According to the Town Clerk, Susan Gilpatrick, all members of the Board can vote on these minutes even if they were not present, as long as there is a quorum of the meeting.

**M/Luddy-Ross, S/Lafond.** Motion to approve the Minutes of January 23, 2020 as printed. Unanimous.

**M/Luddy-Ross, S/Lafond.** Motion to approve the Minutes of February 11, 2020 as printed. Unanimous.

**M/Luddy-Ross, S/Lafond.** Motion to approve the Minutes of February 24, 2020 as printed. Unanimous.

The Minutes of March 9, 2021 were discussed.

**M/Butler, S/Luddy-Ross.** Motion to approve the Minutes of March 9, 2021 as presented. Unanimous.

The Executive Director's Report for March, 2021 was presented. There were 4 apartment vacancies as of as of March 31, 2021 and 3 leases were signed in March. Wait list applicants

as of April 1, 2021: 4283 family, 2111 elderly/handicapped, 6102 Champ total, 6394 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 work at office and home but due to the heavy workload we have to overlap in the office. The maintenance staff is disinfecting heavily trafficked areas once daily, performing grounds maintenance, and completing emergency work orders and apartment turnovers. Leslie's computer has crashed and we have ordered a replacement. Currently we are sharing a computer. The Housing Authority partnered with the East Bridgewater Board of Health to conduct a COVID-19 vaccination clinic which was held March 4, 2021 at the Riddell Road Community Room. The second clinic was April 1, 2021. Annual recertification of all tenants housed prior to 2021 has been completed with the exception of three tenants who have failed to supply complete and accurate information for a rent determination and two who have not signed their rent determination. There was a site visit scheduled on March 17, 2021. There were no attendees. The bid opening was April 1, 2021 and two bids were received: Paxor Construction LLC - \$48,990 and Zander Corporation - \$57,000. The project was estimated at \$49,252. Paradigm Energy Services has been evaluating the 667 properties to assess energy efficiency upgrades. Sustainability projects were required as part of our Capital Improvement Plan. The new fire alarm panel at Riddell Road has been inspected and approved. Alex Levesque, who will be landscaping the Riddell Road island area when the septic system is finished, has planned a concert for the tenants on Wednesday, April 28, 2021. This will be performed by the high school band and will be held outdoors on the island.

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

The Check Register and Employee Earnings reports for April 13, 2021 were discussed.

**M/Luddy-Ross, S/Butler.** Motion to approve the Check Register through April 13, 2021 as presented. Unanimous vote.

**M/Butler, S/Lafond.** Motion to approve the Employee Earnings Record through April 13, 2021 as presented. Unanimous vote.

**M/Butler, S/Luddy-Ross.** Motion to adjourn the meeting at 9:56 a.m. Vote unanimous.

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Nancy J. Morris, Executive Director

Attested \_\_\_\_\_  
Christine Butler, Clerk