

MINUTES  
REGULAR MONTHLY MEETING  
April 5, 2019  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Friday, April 5, 2019 with said meeting called to order at 9:00 a.m. by Chairman Joseph Dutcher.

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

Nancy Morris read a note from a Riddell Road tenant commending Peter Egan and Tony Gareri on the excellent job they did with repairing her slider.

Nancy also received an email from Maryellen Rollins regarding her new position. She is no longer able to attend 9:00 a.m. meetings. Nancy will reach out to her to find out if she would be able to attend if the meetings were moved to 5:00 p.m.

Nancy presented the Maintenance Report for March, 2019. There were 49 work orders created, 62 completed. Graham Auto repaired a tire and aligned the F350. Aprea Construction replaced a counter in 88-6. Bruce McKean painted 88-6 and 77-4. Patriot Services cleared the main drain in 89B. Fred Tully checked a hot water tank in 88B. Burgess Pest provided heat treatment for bed bugs in 23-6. Kevin Lyman Roofing repaired several areas of the roof at 100 Prospect Street. South Shore Generator repaired the generator damage caused by squirrels under warranty coverage. All Com came to troubleshoot the intercom system at 100 Prospect Street. Pete Huntington replaced the alarm in the community area.

**M/Butler, S/Luddy-Ross.** Motion to approve the Maintenance Report for March, 2019 as presented. Unanimous.

The March electric bills reflected a savings from Blue Wave Solar net metering of \$3,657.11.

Since the annual town election has not taken place, Board reorganization will take place at the May, 2019 meeting.

Chairman Dutcher introduced the Resolution Authorizing Contract for State-aided Capital Improvement, Amendment #6, Work Plan No. 5001 for Housing Program 400-1 and 689-1.

**M/Butler, S/Luddy-Ross.** Motion that the foregoing resolutions for the revised Amendment #6 to Capital Improvement Work Plan 5001, to increase the Capital Funding Award to \$1,497,412.00, an increase of \$183,349.00 and to extend the contract dates of service from June 30, 2021 to June 30, 2022. 3 Ayes, 0 Nays, unanimous.

The Riddell Road 667-2 Septic Replacement, Fish #083043 contract documents have been signed. A pre-construction meeting is being scheduled with all parties involved.

The Executive Director informed the Board that the next Performance Management Review will include a rating for Board Member training completion. This will be in the publishing year and it will include a statement that it is not the fault of the Executive Director.

The Budget Revision #1, for FY2019 which was received at 8:00 a.m. April 5, 2019 was discussed.

**M/Butler, S/Luddy-Ross.** Motion that the proposed Operating Budget for State-Aided Housing of the East Bridgewater Housing Authority (ie. 400-1, 400-9, 400-A, 689, MRVP), Program Number 400-1 for fiscal year ending 6/30/19 showing total revenue of \$681,325 and total expenses of \$681,325 thereby requesting a subsidy of \$15,881 be submitted to the Department of Housing and Community Development for its review and approval. 3 ayes, 0 nays

The Minutes of March 12, 2019 were reviewed. There was not a quorum present for an approval. They will be presented at the May, 2019 meeting.

The Executive Director's Report for March, 2019 was presented. There were 4 apartment vacancies as of March 31, 2019 and 2 leases were signed in March, 2019. Recertification paperwork for all tenants has been completed for rent change effective May 1, 2019. Unreported income resulted in a substantial increase for April, 2019. Nancy and Leslie attended SHADO on Tuesday, March 26, 2019 in West Bridgewater. Laura Taylor and Gretchen Haupt from DHCD gave a presentation on TAR (Tenant's Accounts Receivables) and how it affects the PMR (Performance Management Review). Laura also spoke on the changes to the PMR for the publishing year. Section A replaces the budget to actual rating with the adjusted net income rating which focuses on LHA's spending within its bottom line. Section B revised the operating reserve rating. There are new threshold rules for operating reserve expenditures. Section C includes a new metric that tracks the completion of DHCD's online training for board members, in accordance with the statutory requirements. The standby generator was repaired by South Shore Generator and the manufacturer, under the 5 year warranty.

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

The Check Register and Employee Earnings Record through April 5, 2019 were presented.

**M/Luddy-Ross, S/Butler.** Motion to approve the Check Register through April 5, 2019 as presented. Unanimous vote.

**M/Butler, S/Luddy-Ross.** Motion to approve the Employee Earnings Record through April 5, 2019 as presented. Unanimous vote.

The Accountant's Report through February 28, 2019 was presented.

**M/Luddy-Ross, S/Butler.** Motion to acknowledge the Accountant's Report through February 28, 2019. Unanimous vote.

**M/Luddy-Ross, S/Butler.** Motion to adjourn the meeting at 9:35 a.m. Vote unanimous.

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

Attested \_\_\_\_\_  
Temporary Clerk