

MINUTES
REGULAR MONTHLY MEETING
May 11, 2021
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting as a remote meeting on Tuesday, May 11, 2021 with said meeting called to order at 9:00 a.m. by Chairman Joseph Dutcher. The Board Members met at 38 Riddell Road.

Board Members Present:	Joseph Dutcher	Chairman
	Larry Davidson	Vice Chairman
	Christine Butler	Treasurer, Clerk
	Sandra Luddy-Ross	Assistant Treasurer
	Barbara Lafond	Member

Board Members Absent: None

Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant

Guests/Tenants: None

Nancy read one note from a Riddell Road tenants praising Tony for his patience in removing a screen so she could clean her window.

Nancy presented the Maintenance Report for April, 2021. There were 36 work orders generated, 46 completed. The 2006 Ford 250 had the directional replaced at Bob Graham's. Peter Burgess replaced a broken wire in 77-1. Fred Tully repaired a valve and drain pipe in 77-5. Dorsey and Sons repaired boilers at 55 and 75 Prospect Street. New flooring was installed in apartment 208.

M/Luddy-Ross, S/Lafond. Motion to approve the Maintenance Report for April, 2021 as presented. Unanimous.

The 667-2 Septic System Fish #083043 was discussed. Mike Carter from GCG Associates met with Jason Tetreault of Tetreault and Sons and inspected the septic work on May 5, 2021. A punch list was created. The paving was done on May 10, 2021.

Board re-organization was discussed. Larry Davidson suggested that the slate of officers remain the same. Everyone agreed. Barbara announced that she would be moving mid July and would resign from the Board at that time.

The Agreed Upon Procedure Audit for Fiscal year ending June 30, 2020 was discussed. It was performed remotely by Gary DePace, CPA, PC. There were no findings.

The FY2021 Budget Revision was submitted to DHCD before the April 30, 2021 deadline. Amendment 7 to Contract for Financial Assistance for \$225,506.00 was approved by DHCD. Amendment 8 to Contract for Financial Assistance for \$260,574.00 was approved by DHCD.

The 100 Prospect St. Window Lintel Project, #083053, was discussed. The masonry workers found difficulties when they removed outer bricks. Many of the metal lintels were severely corroded. There have not been leaks in the apartments. An engineer is scheduled for Monday, May 17, 2021 to inspect the lintel in apartment 210 from the inside. The wall has been opened up for that purpose.

The 100 Prospect Street Office Renovations #083054 was discussed. The contracts have been reviewed by Molly Parris and found to be in order. She is trying to schedule a preconstruction meeting for all involved parties.

The Net Income Limits and Fair Market Rents were issued by Hud effective April 1, 2021.

M/Butler, S/Lafond. Motion to adopt the Net Income Limits for the Brockton, MA area, issued by Hud effective April 1, 2021 as presented. Unanimous.

M/Davidson, S/Luddy-Ross. Motion to adopt the Fair Market Rents for the Brockton, MA area, issued by Hud effective April 1, 2021 as presented. Unanimous.

The hiring of a new Executive Director was discussed. The deadline for applying is May 14, 2021 at 2:00 p.m. Sandra and Christine have each reviewed the ones received so far. They will review together and make recommendations to the Board.

Nancy and Leslie attended SHADO, remotely, on April 27, 2021. Donna Brown-Rego gave a presentation on the Guidance and Best Practices for Reopening Housing Authorities. The community rooms will be reopened soon, with COVID restrictions in place.

There were two Doubtful Tars from the balance sheet to be removed. One was for a 705 tenant for \$6714.70 and the other a 667 tenant for \$536.00, a total of \$7250.70.

M/Butler, S/Lafond. Motion to remove Doubtful Tars from the balance sheet, one for a 705 tenant for \$6714.70 and the other a 667 tenant for \$536.00, a total of \$7250.70. Unanimous

The Minutes of April 13, 2021 were discussed.

M/Luddy-Ross, S/Lafond. Motion to approve the Minutes of April 13, 2021 as presented. Unanimous.

The Executive Director's Report for April, 2021 was presented. There was 1 apartment vacancy as of as of April 30, 2021 and 3 leases were signed in March. Wait list applicants as of May 3, 2021: 4408 family, 2188 elderly/handicapped, 6289 Champ total, 6596 our total. There were no credits issued. The office is open to the public but with social distancing guidelines observed. The maintenance staff continues to disinfect heavily trafficked areas daily. Annual recertification of all tenants housed prior to 2021 has been completed. There was a substantial amount of unreported income discovered during recertification and tenants involved have been charged retroactively. Rent rolls were: March, \$58,901; April, \$64,551; and May, \$65,021. Paradigm Energy Services, as part of an energy efficiency program with Action Inc. and National Grid, completed evaluation of the 667 properties. They have submitted 3 proposals for interior and exterior lighting which are at no cost to the Housing Authority. The value of each

project is estimated at: 667-1, \$20,384; 667-2, \$23,299; and 667-3, \$30,244. Sustainability projects were required as part of our Capital Improvement Plan. Three groups from the East Bridgewater Junior/Senior High School, under the direction of Lynda A. Maccini Pavloff, Director of Music / Choral Director, performed a concert on the center island on Riddell Road on April 28, 2021. The idea came from Alex Levesque who is a member of one of the groups. Students have been practicing but have not been able to have a concert. Tenant turnout was great and people seemed to enjoy it. Many watched from their porches. We are discussing the possibility of having another concert before the school year ends. Jacqueline Molleo from Senior Whole Health, a division of Magellan Health, held a Spring Trunk party at 100 Prospect Street and Riddell Road. Tenants were allowed to take two items from each of two vehicle trunks. A tree fell during high winds on April 29, 2021. It fell against 74 Prospect Street damaging the fence and siding and destroying an exterior light fixture. The damage is probably less than our insurance deductible of \$10,000. The Housing Authority has received a subpoena for employee records for a former employee.

M/Davidson, S/Lafond. Motion to approve the Executive Director's Report for April, 2021 as presented. Unanimous vote.

The Check Register and Employee Earnings reports for May 11, 2021 were discussed.

M/Butler, S/Lafond. Motion to approve the Check Register through May 11, 2021 as presented. Unanimous vote.

M/Davidson, S/Lafond. Motion to approve the Employee Earnings Record through May 11, 2021 as presented. Unanimous vote.

The Accountant's Report through March 31, 2021 was discussed.

M/Luddy-Ross, S/Lafond. Motion to acknowledge the Accountant's Report through March 31, 2021. Unanimous vote.

M/Lafond, S/Davidson. Motion to acknowledge the Quarterly Operating Statements for March 31, 2021 as presented. Unanimous.

M/Davidson, S/Butler. Motion to adjourn the meeting at 9:45 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Christine Butler, Clerk