

MINUTES
REGULAR MONTHLY MEETING
May 14, 2019
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, May 14, 2019 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 Treasurer
 Sandra Luddy-Ross Assistant Treasurer

Board Members Absent: Maryellen Rollins Clerk

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

Guests/Tenants: None

Joseph Dutcher read a note from a Riddell Road tenant thanking Nancy and Leslie for such a nice apartment to live in and be able to eat and pay her bills.

Nancy presented the Maintenance Report for April, 2019. There were 73 work orders created, 26 from inspections, 49 completed. Patriot Services cleared the main drain in 89B. Dubord and Sons drained the upper septic tanks in 667-2. Burgess Pest followed up on the bed bugs in 23-6. All okay. Peter attended a pre-construction meeting for the 667-2 septic replacement project. Inspections were done on 705 and 689 developments. Hometown Carpet was hired to steam clean carpets in 55 Prospect St. United Elevator was called to repair the elevator door which was sticking open.

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

Board reorganization was discussed. Maryellen Rollins cannot attend a morning meeting at this time. She would be available after 6:00 p.m. Larry Davidson said that he would be willing to change the meeting time to accommodate if it was for a budget meeting or something that required a full Board.

M/Davidson, S/Luddy-Ross. Motion to nominate Christine Butler as Treasurer and Clerk. Vote unanimous.

M/Davidson, S/Butler. Motion to nominate Joseph Dutcher as Chairman. Unanimous vote.

M/Luddy-Ross, S/Butler. Motion to nominate Larry Davidson as Vice Chairman. Unanimous.

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

The Riddell Road 667-2 Septic Replacement, Fish #083043 pre-construction meeting was held on April 29, 2019. A Notice to Proceed was issued for April 30, 2019 start which makes July 29, 2019 the completion date.

The Minutes of March 12, 2019 and April 9, 2019 were reviewed.

M/Davidson, S/Butler. Motion to approve the Minutes of March 12, 2019 as presented. Unanimous.

M/Luddy-Ross, S/Butler. Motion to approve the Minutes of April 5, 2019 as presented. 3 Ayes, 1 Abstained.

The Executive Director's Report for April, 2019 was presented. There were 4 apartment vacancies as of April 30, 2019 and 2 leases were signed in April, 2019. Tenant recertification has been completed. The total of the March 1, 2019 tenant receivables was \$54,950. There was a substantial increase in the April 1, 2019 receivables due to the discovery of unreported income. April receivables totaled \$56,152, an increase of \$1,202. May 1, 2019 tenant receivables were \$56,755, an increase of \$603 from April. Inspections of the 705 and 689 units was completed by all staff on April 24, 2019. Nancy and Leslie participated in an online CHAMP training April 8, 2019. Nancy attended a joint SMEDA/SHADO meeting on Tuesday, April 30, 2019 in West Bridgewater. Richard Brouillard from DHCD gave a presentation on Cap Hub, a web-based project management system for managing state-aided public housing projects, which will replace the current FISH (Financial Information System for Housing) software. This is intended to manage the workflow of all phases of a project: planning, design, bidding, construction and closeout. Nancy and Leslie will be representing the Housing Authority at the annual Safety and Wellness Fair for Seniors sponsored by the East Bridgewater S.A.L.T. Council on June 6, 2019. Nancy and Peter are working with DHCD and the RCAT team to resolve a drain issue in 89B Riddell Road. There is a buildup and a dip in the drain pipe which is constantly clogging. The extent of the damage is not known yet as it is under the entry staircase. It appears that when the building was backfilled, a piece of concrete fell on the pipe and over the years the pressure bent the pipe. Contractors will be brought in to remove the staircase and repair the pipe.

M/Davidson, S/Butler. Motion to approve the Executive Director's Report for April, 2019 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through May 14, 2019 were presented.

M/Luddy-Ross, S/Davidson. Motion to approve the Check Register through May 14, 2019 as presented. Unanimous vote.

M/Davidson, S/Butler. Motion to approve the Employee Earnings Record through May 14, 2019 as presented. Unanimous vote.

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

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

The Accountant's Report for March 31, 2019 was discussed.

M/Butler, S/Davidson. Motion to acknowledge the Accountant's Report through March 31, 2019. Unanimous vote.

M/Davidson, S/Butler. Motion to adjourn the meeting at 9:25 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Christine Butler, Clerk