

MINUTES  
REGULAR MONTHLY MEETING  
May 19, 2020  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting, as a remote meeting, on Tuesday, May 19, 2020 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
Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant
Guests/Tenants:	None	

Nancy Morris read three items of correspondence. One was a thank you card from the family of a tenant who passed. The other two were from tenants thanking all of the staff for keeping them safe.

Nancy presented the Maintenance Report for February, March and April, 2020. February, 2020 - 41 work orders generated, 60 completed. March, 2020 - 35 work orders generated, 42 completed. April, 2020 - 33 work orders generated, 32 completed. Bruce McKean painted apt. 65-3. Patriot Services cleared a clog in 65-5 & 65-6 and jet cleaned the building. Fred Tully replaced a tub drain in 52-7, and replaced all shutoffs, a shower spindle valve, and a kitchen drain in 65-3, and replaced a faulty shower valve in 6-6. J.D. Plumbing installed a new hot water heater in 24-1. Claude Dubord pumped 667-2 and repaired a broken sewer line. Tetreault and Sons resumed construction on the 667-2 septic system. Turnovers in apartments 23-4, 52-7 and 65-3 were completed. J.D. Plumbing repaired the circulator pump at 100 Prospect St. McClaren Plumbing and Heating replaced the furnace motor in 44 Prospect St. Maztek installed a bathtub in apt. 111. Fred Tully repaired a pipe leak in the first floor hallway.

**M/Luddy-Ross, S/Lafond.** Motion to approve the Maintenance Report for February, March and April, 2020 as presented. Unanimous.

The Riddell Road 667-2 Septic Replacement, Fish #083043 has been resumed.

Three bids for the Priority Cornice Repairs, Fish #083052, were received. Shikha Jindal, from Architectural Solutions Inc., recommends the lowest bidder, Chapman Waterproofing Company, at \$22,500.00.

**M/Luddy-Ross, S/Butler.** Motion to award the Priority Cornice Repairs, Fish #083052, to Chapman Waterproofing Company for \$22,500.00. Unanimous

Nancy Morris signed the Subsidy Agreement Renewal with DHCD to extend the dates from July 1, 2020 through June 30, 2025.

The Capital Improvement Plan for FY2021 was approved by DHCD. The Labor and Industry Rates for the maintenance staff was discussed. The Maintenance Custodian Laborer rate went from \$25.97 to \$26.41, an increase of \$.44 per hour. The Maintenance Mechanic Laborer rate went from \$27.60 to \$28.13, an increase of \$.53 per hour. Nancy has already processed the increases.

**M/Dutcher, S/Butler.** Motion to approve the new Labor and Industry Rate for the Maintenance Custodian Laborer for \$26.41 commencing April 1, 2020.

**M/Luddy-Ross, S/Butler.** Motion to approve the new Labor and Industry Rate for the Maintenance Mechanic Laborer for \$28.13 commencing April 1, 2020.

The Flooring replacement in 23-4, 52-7 and 65-3 was completed.

The Town of East Bridgewater remote participation policy was given to Board Members for future discussion.

The Housing Authority received \$14,972.10 for FY20 Health and Safety Initiative for the 667-2 Fire Alarm Repairs.

The Minutes of January 10, 2020 were presented.

**M/Butler, S/Lafond.** Motion to approve the Minutes of January 10, 2020 as presented. Unanimous.

The Minutes of January 23, February 11, and February 24, 2020 were not approved due to a lack of quorum from those meetings.

The Executive Director's Report for February, March and April, 2020 was presented. There were 3 apartment vacancies as of February 29, 2020 and 4 leases were signed. There were 3 apartment vacancies as of March 31, 2020 and no leases were signed. There were 2 apartment vacancies as of April 30, 2020 and 1 lease was signed. Wait list applicants as of April 30, 2020 –2571 family, 1326 elderly/handicapped, 3729 Champ total, 3897 our total. There were credits issued for \$333 discovered during rent recertification. \$56 for a rent calculation error and \$277 for a retroactive rent charge. Leslie attended workshops on Microsoft Word, Excel and Windows File Management at the Brockton Housing Authority taught by Cybersense. Prospect Street office renovations must be postponed. Building Dept. would like an architect's plan and there isn't enough money to cover that. An updated telephone system for the office was being investigated and that too will be postponed. Recertification for all Housing Authority tenants leased prior to January 1, 2020 was completed. May 1, 2020 rents were \$60,096, an increase of \$2,113 over April, 2020. The maintenance staff has been working tirelessly making sure tenants are safe by disinfecting heavily trafficked areas. They also have been working in vacant units and have been doing grounds clean up. The office closed to the public on March 16, 2020 but Leslie and Nancy continued to work. At noon on Tuesday, March 24, 2020, under the direction of Governor Baker, Nancy and Leslie began alternating working from home and office as an effort to promote social distancing. Leslie and Nancy participated in a webinar with Cybersense on Go To Meeting in order to conduct Board meetings remotely. Nancy has been working with Teresa Maloney, West Bridgewater; Karen Rudd, Bridgewater; and Beth Thompson of Cybersense to learn how to best project and organize meetings.

**M/Butler, S/Luddy-Ross.** Motion to approve the Executive Director's Report for February, March and April, 2020 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through May 19, 2020 were presented.

**M/Butler, S/Lafond.** Motion to approve the Check Register through May 19, 2020 as presented. Unanimous vote.

**M/Butler, S/Luddy-Ross.** Motion to approve the Employee Earnings Record through May 19, 2020 as presented. Unanimous vote.

The Accountant's Compilation Reports through January 31, February 29, and March 31, 2020 were reviewed.

**M/Luddy-Ross, S/Butler.** Motion to acknowledge the Accountant's Report through January 31, 2020. Unanimous vote.

**M/Luddy-Ross, S/Lafond.** Motion to acknowledge the Accountant's Report through February 29, 2020. Unanimous vote.

**M/Luddy-Ross, S/Lafond.** Motion to acknowledge the Accountant's Report through March 31, 2020. Unanimous vote.

**M/Butler, S/Luddy-Ross.** Motion to acknowledge the Quarterly Operating Statements for March 31, 2020 as presented. Unanimous.

Christine suggested purchasing a printer to be used when working from home. Nancy has been working from home for nearly 10 weeks using her personal printer, which is no longer working.

**M/Luddy-Ross, S/Butler.** Motion to purchase a second printer to cover specific needs, such as working out of the office. Unanimous.

Nancy said she would like to get back on schedule and have the next meeting on the second Tuesday of the month which is June 9, 2020. It will be a virtual meeting.

**M/Luddy-Ross, S/Butler.** Motion to adjourn the meeting at 9:30 a.m. Vote unanimous.

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

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