

MINUTES
REGULAR MONTHLY MEETING
May 8, 2018
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, May 8, 2018 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
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Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant
	Peter Egan	Maintenance Mechanic Laborer

Guests/Tenants:	None
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The Maintenance Report for April was presented. There were 48 work orders created, 62 completed, and 21 work orders outstanding. Fred Tully changed bathroom sink shutoffs in 77-1 and repaired the main shutoff valve in 76B. Patriot Services came out for an emergency clogged toilet in 23-1 and found a lot of debris. Notice went out to building 23 tenants to not put razors, wipes, bags etc. in toilets. Fred Tully came out to apt. 109 to see if a tenant request is feasible. Emergency call out for noise in the boiler room. Circulator pumps were alternated. Dorsey and Sons attempted to repair the bad circulator pump. Parts are ordered and they will return. G & S Cleaning Service, Inc. washed, waxed and buffed hallways and community areas at 100 Prospect Street.

M/Davidson, S/Butler. Motion to approve the Maintenance Report for April, 2018 as presented. Unanimous.

There was no new business for discussion.

Fish #083042, 667-2 roof repairs for 77 and 38 Riddell Road was discussed. A Notice to Proceed was issued to Almar LLC on May 4, 2018. The contract allows 45 days for completion.

The flooring replacement project for 85 Prospect Street and 52-3 and 64-6 Riddell Road was discussed. MJ Connors Construction began the project on May 7, 2018 with 64-6

Riddell Road. He will complete the 2 vacant units before starting the occupied apartment.

Fish #083043, 667-2 septic replacement was discussed. The engineer, GCG, the Board of Health, and Watson Excavation will perform soil testing on May 17, 2018 at Riddell Road.

East Bridgewater Housing Authority Capital Improvement Plan for FY2019 was discussed. The 667-2 septic replacement was estimated at \$348,000 and will need to be funded with FY2019 and FY2020 formula funding awards. Future projects will need to be delayed. Nancy met with tenants on April 27, 2018 and spoke with Lynn Rodrigues from Bamsi on April 9, 2018.

Nancy mentioned that there is an issue with some of the windows at 100 Prospect Street which will need to be addressed in the near future.

M/Davidson, S/Luddy-Ross. Motion to approve the Capital Improvement Plan for FY2019 as presented. 4 Ayes, 0 Nays, Unanimous.

The Minutes of February 13, 2018, February 21, 2018 were discussed. Present at those meetings were Larry, Sandra and Tina.

M/Luddy-Ross, S/Butler. Motion to approve the Minutes of February 13, 2018 as presented. Unanimous.

M/Davidson, S/Butler. Motion to approve the Minutes of February 21, 2018 as presented. Unanimous.

The Minutes of April 10, 2018 were discussed.

M/Butler, S/Davidson. Motion to approve the Minutes of April 10, 2018. 3 ayes, 1 abstain.

The Executive Director's Report for April, 2018 was presented. There were three apartment vacancies as of April 30, 2018 and no leases were signed in April, 2018. There were credits issued for \$56. Nancy and Leslie attended SMEDA on April 18, 2018 at Stoneforge Tavern. Susan Cooper gave a presentation on stress in the workplace and how to relieve it. Nancy and Leslie attended SHADO on April 24, 2018 at the Fairhaven Housing Authority. Laura Taylor, Chris Devore, Andrew Clinton and Gretchen Haupt from DHCD gave a presentation on the implementation and timeframe of the centralized waitlist – CHAMP, and the important changes to TAR. The next meeting will be June 27, 2018 at the Hingham Housing Authority and Atty. Grace will give a CORI training. Recertification of all Housing Authority tenants has been completed. April 1, 2018 tenant receivables was \$52,519.00 and May 1, 2018 tenant receivables is \$54,129.00, an increase of \$1610.00 per month. Nancy met with tenants on April 27, 2018 at 38 Riddell Road and 100 Prospect Street to discuss the Capital Improvement Plan for FY2019.

There were 6 attendees at Riddell Road and 3 attendees at Prospect Street. An update on the Blue Wave Solar Project was shared.

M/Butler, S/Davidson. Motion to approve the Executive Director's Report for April, 2018 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through May 8, 2018 were presented.

M/Davidson, S/Luddy-Ross. Motion to approve the Check Register through May 8, 2018 as presented. Unanimous vote.

M/Davidson, S/Luddy-Ross. Motion to approve the Employee Earnings Record through May 8, 2018 as presented. Unanimous vote.

The Accountant's Report for March 31, 2018 was discussed.

M/Luddy-Ross, S/Butler. Motion to acknowledge the Accountant's Report through March 31, 2018. Unanimous vote.

M/Luddy-Ross, S/Butler. Motion to acknowledge the Quarterly Operating Statements through March 31, 2017 as presented. Unanimous.

Sandra mentioned that it would be nice to send Jim Wolfe a letter thanking him for his service. Nancy said he served on the Board for 10 years. Joe will draft a letter on behalf of the Board.

M/Davidson, S/Luddy-Ross. Motion to adjourn the meeting at 9:27 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Temporary Clerk