

MINUTES  
REGULAR MONTHLY MEETING  
June 11, 2019  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, June 11, 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, Clerk  
                                  Sandra Luddy-Ross    Assistant Treasurer

Board Members Absent:     Larry Davidson        Vice Chairman  
                                  Maryellen Rollins    Member

Others Present:            Nancy J. Morris       Executive Director

Guests/Tenants:           None

Nancy and Christine discussed her term as State Appointee to the Board which is valid until July, 2019. She will submit a letter of interest and Nancy will forward to Kim Gomez who will contact the appropriate parties at DHCD.

Nancy presented the Maintenance Report for May, 2019. There were 45 work orders created, 58 completed. Peter Egan attended OSHA Training at the Norwood Housing Authority on May 1 and 2, 2019. CJ Plumbing replaced a tub drain in 6-7. Johnson Controls completed the semi-annual inspection of the fire alarm system. Fred Tully replaced a hot water heater in building 23. Patriot Services snaked the common line in 89 B and snaked the main line in 64 A. Dubord and Sons performed the semi-annual septic pumping. Dubord and Sons performed the semi-annual septic pumping.

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

Revision #1 to the Operating Budget for #08302400-1 for Fiscal 2019 was approved by DHCD.

Amendment #6 to the Contract for Financial Assistance, #5001, was approved by DHCD.

Land has been cleared for the Riddell Road 667-2 Septic Replacement, Fish #083043. A. Tetreault & Sons, Inc. has submitted most of the submittals to GCG for approval.

The drainage problem in 89B Riddell Road was discussed. Little Dryden was hired to replace a section of drain pipe under the stairs at 89B. MJ Connors removed the staircase prior to the demolition and replaced it after the concrete hardened. The tenants in the two occupied units

stayed with relatives during this period. Their rents will be abated according to the lease.

The Executive Director requested Board approval to get a major credit card for Housing Authority use. The ipads which will be used for the work order system need an Apple ID which must be connected to a credit card. It will also be useful when booking conference hotel rooms and making online purchases. Her personal credit card is currently being used for those purposes.

**M/Butler, S/Luddy-Ross.** Motion to approve a major credit card in the name of the East Bridgewater Housing Authority for Housing Authority purposes. Unanimous.

The Grievance Panel terms expire on June 30, 2019. Marcia Weidenfeller and Steven Brown are willing to serve another five year term. Both have been very helpful and professional in past hearings. Joseph Dutcher advised Nancy to follow the procedure to appoint them again. Christine Butler and Sandra Luddy-Ross agreed that they were assets to the Housing Authority.

The removal of Doubtful Tars from the Balance Sheet was discussed. There were two balances left by tenants in the 667 program who passed away. One was for \$246.00 and the other for \$36.00, a total of \$282.00.

**M/Luddy-Ross, S/Butler.** Motion to remove debts of \$246.00 and \$36.00 from two former elderly tenants, a total of \$282.00. Unanimous

Donna Brown-Rego, Executive Director of MassNAHRO, gave testimony before the Joint Committee on Housing. She was very factual with the points she made. Her testimony was shared with the Board.

Public Housing Notice 2019-07, Request for Information on the Creation of Regional Housing Authority Entities was discussed. Nancy will review the survey questions and share her responses with the Board.

Requests for FY2020 proposals for elevator service, extermination and septic pumping were received.

Extermination:	Burgess Pest Control	\$746.00
	Waltham Pest	\$50 for 2 bdrm \$25 add.
Elevator Maintenance:	United Elevator	\$250.00/month
Septic Pumping:	Claude Dubord & Sons, Inc.	\$.08 per gal (\$5120.00)

**M/Butler, S/Luddy-Ross.** Motion to use Burgess Pest Control for \$746.00 for annual pest control, beginning July 1, 2019 until June 30, 2020. Unanimous.

**M/Luddy-Ross, S/Butler.** Motion to use United Elevator for \$250.00 for monthly service for the elevator at 100 Prospect Street, beginning July 1, 2019 until June 30, 2020. Unanimous.

**M/Butler, S/Luddy-Ross.** Motion to use Claude Dubord & Sons, Inc. for \$.08 per gallon for septic pumping, beginning July 1, 2019 until June 30, 2020. Unanimous.

The Minutes of May 14, 2019 were reviewed.

**M/Butler, S/Luddy-Ross.** Motion to approve the Minutes of May 14, 2019 as presented. Unanimous.

The Executive Director's Report for May, 2019 was presented. There were 6 apartment vacancies as of May 31, 2019 and no leases were signed in May, 2019. There were no credits issued. Nancy and Leslie participated in an online CHAMP training May 2 and 14, 2019. Nancy and Sandra attended the Annual Spring Conference at Sea Crest May 19 – 22, 2019. The guest speaker was Secretary of Housing and Economic Development Mike Kennealy. The opening session with Brian Costello, President of MassNAHRO, and Donna Brown-Rego, Executive Director of MassNAHRO, was exceptional. They touched on the progress made since the previous conference and what was planned for the future. That was followed by the DHCD Town Hall question and answer forum, moderated by Paul McPartland. Speakers were Amy Stitely, Ben Stone, and Laura Taylor. Andrew Clinton and Christine DeVore presented an overview of CHAMP (Common Housing Application for Massachusetts Public Housing). DHCD presented a PMR Data Update Review and a Revision to the Program Criteria. Nancy also attended a session on Death of a Tenant, by Frank Flynn, Esq., Flynn Law Group, LLC. He described the probate court process and the different routes to recover possession of a unit. Tuesday morning began with Motivational Speaker Susan Cooper who spoke on balancing work life, family and passions. Deborah Anderson, the Assistant Attorney General for the Construction Bid Unit, spoke on Construction Procurement and Prevailing Wage Law. There was a roundtable discussion on the Peer-to-Peer Technical Assistance Initiative. The plan is to identify professional staff at member housing authorities with expertise in various areas of operations to provide technical assistance to other members who need it. The Regional Pilot Attorneys spoke on several topics in keeping housing authorities out of legal trouble. They touched on lease enforcement, eviction, reasonable accommodation, sanitary code compliance and enforcement, language policies, and security cameras. There was also a small/medium agency roundtable which focused on the challenges of small housing agencies and the MassNAHRO peer-to-peer technical assistance working group. Peter Egan attended an OSHA Certification Class sponsored by the MassNAHRO Insurance Group and CMS Associates, Inc., instructed by Safety Solution Consultants, Inc., at the Norwood Housing Authority. Leslie Lundstrom attended an Atty. Patricia Grace workshop on comfort care animals.

Public Housing Notice 2019-16, pertaining to wage match for state housing program tenants, was received on June 10, 2019. All housing authorities are required to execute the wage match acknowledgement regarding the confidentiality of information. All authorized employees are required to read and sign the Acknowledgement Regarding Confidentiality of the Department of Revenue's Information and DOR Disclosure and Security Training for Safeguarding Information. Nancy and Leslie are both authorized users of the Wage Match system and certify and comply with the applicable laws.

**M/Butler, S/Luddy-Ross.** Motion to approve the requirements of all Local Housing Authorities to execute the Wage Match Confidentiality of Information and the Massachusetts Dept. of Revenue Disclosure and Security Training for Safeguarding Information. Unanimous

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

The Check Register and Employee Earnings Record through June 11, 2019 were presented.

**M/Luddy-Ross, S/Butler.** Motion to approve the Check Register through June 11, 2019 as presented. Unanimous vote.

**M/Butler, S/Luddy-Ross.** Motion to approve the Employee Earnings Record through June 11, 2019 as presented. Unanimous vote.

The Accountant's Report through April 30, 2019 was presented.

**M/Butler, S/Luddy-Ross.** Motion to acknowledge the Accountant's Report through April 30, 2019. Unanimous vote.

Sandra reminded everyone that there was information shared on executive director contracts a few months back that will need to be revisited. Nancy's contract expires October 31, 2019. MassNAHRO is filing litigation regarding some of the language in the DHCD contract on behalf of the local housing authorities.

**M/Butler, S/Luddy-Ross.** Motion to adjourn the meeting at 9:33 a.m. Vote unanimous.

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Nancy J. Morris, Executive Director

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