

MINUTES
REGULAR MONTHLY MEETING
June 12, 2018
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, June 12, 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 May, 2018 was presented. There were 119 work orders created, 88 completed, and 73 work orders outstanding. The F350 was serviced by Bob Graham Auto for a broken tail light. Fred Tully repaired a water leak in bldg. 77B and a diverter in 64-6. Burgess Pest Control installed termite baits in all of 667-2. MJ Connors installed flooring in 52-3 and 64-6. GCG Associates Inc. performed a soil test for the 667-2 septic system. Simplex Grinnell performed the semi-annual testing and replaced one heat detector. ARS cleaned hazardous waste in apt. 89-6. Inspections were done on May 2, 2018 on the 705 and 689 developments and 46 work orders were generated. Claude Dubord and Patriot Services performed the semi-annual pumping and drain flushing at 100 Prospect Street. MJ Connors repaired exterior window trim on 100 Prospect St. They also repaired sheetrock and sills in apt. 204. They checked for mold and found none. Hometown Carpet Cleaner was hired to shampoo the carpet in apt. 204. MJ Connors installed flooring at 85 Prospect St. McClaren HVAC repaired the air conditioning unit at 44 Prospect St.

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

There was no old business for discussion.

M/Davidson, S/Butler. Motion to appoint Sandra Luddy-Ross as Temporary Clerk in the absence of the Clerk. Unanimous.

The GASB 74 & 75 Audit by Odyssey Advisors was discussed.

Fish #083042, 667-2 roof repairs for 77 and 38 Riddell Road was discussed. Almar LLC began work on the Community Building on June 12, 2018. They will work continuously until the project is completed.

Fish #083045, the flooring replacement project for 85 Prospect Street and 52-3 and 64-6 Riddell Road was discussed. MJ Connors has completed the project and we are waiting for the Final Certificate of Completion and Application for Payment from the architect.

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

The flooring replacement in 88-1 Riddell Road bid opening was May 30, 2018. The lowest bidder was MJ Connors at \$5634.00. The project has been completed.

East Bridgewater Housing Authority Capital Improvement Plan for FY2019 was submitted on May 8, 2018.

Chairman Dutcher read the resolution for Contract for Financial Assistance Work Plan 5001 Amendment 5, increasing the capital funding award by \$397,526.00.

M/Davidson, S/Butler. Motion that the foregoing resolutions for the revised Amendment #5 to Capital Improvement Work Plan 5001, to increase the Capital Funding Award to \$1,314,063.00, an increase of \$397,526.00 and to extend the contract dates of service from June 30, 2018 to June 30, 2019. 4 Ayes, 0 Nays Unanimous

Grievance Panel Members Marcia Weidenfeller and Steven Brown are willing to serve for another year.

Requests for FY2019 proposals for elevator service, extermination, and septic pumping were received as follows:

Extermination:	Burgess Pest Control	\$746.00
Elevator Maintenance:	United Elevator	\$235.00
Septic Pumping:	Claude Dubord & Sons, Inc.	\$.08 per gal (\$5120.00)
	Waste Water Services Inc.	\$.12 per gal (\$8960.00)
	Wind River Environmental	\$.14 per gal (\$9039.00)

M/Davidson, S/Butler. Motion to use Burgess Pest Control for \$746.00 for annual pest control, beginning July 1, 2018 until June 30, 2019. Unanimous.

M/Davidson, S/Butler. Motion to use United Elevator for \$235.00 for monthly service for the elevator at 100 Prospect Street, beginning July 1, 2018 until June 30, 2019. Unanimous.

M/Davidson, S/Luddy-Ross. Motion to use Claude Dubord & Sons, Inc. for \$.08 per gallon for septic pumping, beginning July 1, 2018 until June 30, 2019. Unanimous.

The Minutes of May 8, 2018 were discussed.

M/Davidson, S/Butler. Motion to approve the Minutes of May 8, 2018 as presented. Unanimous.

The Executive Director's Report for May, 2018 was presented. There were three apartment vacancies as of May 31, 2018 and one lease was signed in May, 2018. There was a credit issued for \$129.81, prorated rent for a deceased tenant. Inspections of the 705-1 and 689-1 developments were completed on May 2, 2018. John Giubilo from DHCD inspected the East Bridgewater Housing Riddell Road 667-2 Elderly development and Prospect St. 705-1 development on Tuesday to do a 9 month inspection of roofing work, #083039. He has contacted the contractor regarding a few punch list items. While he was here he inspected the roof, windows, and concrete facade at 100 Prospect Street, for future projects in CIP. Nancy and Sandra attended the MassNAHRO Spring Conference at Seacrest May 20-22, 2018. Workshops included: a MassNAHRO Welcome & Overview; DHCD Town Hall Q & A's; CapAps – The New Web Based System for Managing Capital; RCAT – New Maintenance Plans; Stress in the Workplace; Management Agreements: Pro's and Con's; CHAMP – Common Housing Application for Massachusetts Public Housing; and the Small Agency Roundtable. Nancy attended a Portal Training for retirement contributions at the Plymouth County Retirement Association. The Executive Director is working with Robert Casper from the West Bridgewater Board of Health regarding an alleged mold issue. A laptop was purchased for the office to accommodate applicants who will be submitting housing applications online through the centralized wait list portal. An Apple iPad was purchased for the maintenance staff for the work order system in PHA Network. The Capital Improvement Plan for FY2019 was submitted May 8, 2018.

Sandra said that she thought the conference was the best one she has attended over the years. She learned a lot about the benefits of management plans and regulations governing executive sessions. She also would like to re-visit the Housing Authority mission statement in the future.

M/Luddy-Ross, S/Butler. Motion to approve the Executive Director's Report for May, 2018 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through June 12, 2018 were presented.

M/Davidson, S/Luddy-Ross. Motion to approve the Check Register through June 12, 2018 as presented. Unanimous vote.

M/Davidson, S/Butler. Motion to approve the Employee Earnings Record through June 12, 2018 as presented. Unanimous vote.

The Accountant's Report for April 30, 2018 was discussed.

M/Davidson, S/Butler. Motion to acknowledge the Accountant's Report through April 30, 2018. Unanimous vote.

M/Davidson, S/Butler. Motion to adjourn the meeting at 9:39 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Sandra Luddy-Ross, Temporary Clerk