

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

The East Bridgewater Housing Authority held its regular monthly meeting, as a remote meeting, on Tuesday, June 9, 2020 with said meeting called to order at 9:15 a.m. by Chairman Joseph Dutcher.

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| 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 received a note from a Riddell Road tenant thanking the staff for their hard work.

Nancy presented the Maintenance Report for May, 2020. There were 50 work orders generated, 48 completed. Claude Dubord and Sons pumped the septic tanks at Prospect Street and Riddell Road. Pete Huntington completed the alarm work for the 667-2 septic project. R. Bryant Construction made repairs to the X-finity wires in the septic construction area and between building 65 and 77. Tetreault and Sons resumed work on the septic system. J.D. Plumbing and Heating changed a zone valve in G-02. He reset boilers in 45, 65, and 75 Prospect St. Fred Tully repaired a broken hot water line on the first floor at 100 Prospect St. Patriot Services jet cleaned the main line at 100 Prospect St.

M/Butler, S/Luddy-Ross. Motion to approve the Maintenance Report for May, 2020 as presented. Unanimous.

Work on the Riddell Road 667-2 Septic Replacement, Fish #083043 has resumed.

Board reorganization will be reviewed when a full Board is present for discussion.

The Priority Cornice Repairs Project, Fish #083052, was discussed. A pre-construction meeting was held June 4, 2020 with Adam Packard, Chapman Waterproofing Company; Shikha Jindal, Architectural Solutions; Molly Parris, RCAT; Nancy Morris and Peter

Egan. The contracts have been signed and a Notice to Proceed has been issued. The start date is June 8, 2020, making August 3, 2020 the completion date. Chapman Waterproofing Company, at \$22,500.00.

M/Butler, S/Lafond. Motion to name the Executive Director, Nancy Morris, Contract Officer for the Priority Cornice Repairs Project, Fish #083052. Unanimous

The Subsidy Agreement Renewal with DHCD to extend the dates from July 1, 2020 through June 30, 2025 has not been received yet.

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

The Minutes of May 19, 2020 were discussed.

M/Luddy-Ross, S/Butler. Motion to approve the Minutes of May 19, 2020. Unanimous.

The Executive Director's Report for May, 2020 was presented. There was one apartment vacancy as of as of May 31, 2020 and two leases were signed. Wait list applicants as of June 1, 2020 –2571 family, 1326 elderly/handicapped, 3729 Champ total, 3897 our total. There were no credits issued for May, 2020. The Certificate of Deposit at Bridgewater Savings for \$58,976.51 matured May 26, 2020. Due to low interest rates it was renewed for only 6 months. Nancy Morris signed a mutual agreement with West Bridgewater to cover emergency needs during the COVID-19 State of Emergency declared by Governor Baker. The office is remaining closed to the public until further instruction from DHCD or the Governor's Office. Office staff is on an alternating schedule between office and home. The maintenance staff continues to disinfect heavily trafficked areas, perform grounds maintenance, complete emergency work orders, and apartment rehab. Leslie and Nancy have participated in webinars with Cybersense on Go To Meeting hosting and participation and CHAMP. Nancy participates in remote meetings with DHCD every Wednesday at noon and with MassNAHRO on Thursdays at noon. The purpose is to share information, concerns and best practices. One of the two cameras have failed. Nancy is looking into replacing the system with four cameras rather than just two.

M/Luddy-Ross, S/Lafond. Motion to approve the Executive Director's Report for May, 2020 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through June 9, 2020 were presented.

M/Butler, S/Luddy-Ross. Motion to approve the Check Register through June 9, 2020 as presented. Unanimous vote.

M/Butler, S/Lafond. Motion to approve the Employee Earnings Record through June 9, 2020 as presented. Unanimous vote.

The Accountant's Compilation Reports through April 30, 2020 were reviewed. The Operating Reserves are currently at 55.8%.

M/Butler, S/Luddy-Ross. Motion to acknowledge the Accountant’s Report through April 30, 2020. Unanimous vote.

Christine asked if Nancy had been able to purchase a new printer. Nancy is currently using the color printer from the office. She will purchase one when stores reopen.

Ben Stone, Associate Director, Division of Public Housing, said at his meeting on Wednesday, June 3, 2020 that Board meetings should be held remotely throughout the summer months.

M/Butler, S/Luddy-Ross. Motion to adjourn the meeting at 9:40 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Christine Butler, Clerk