

MINUTES  
REGULAR MONTHLY MEETING  
July 14, 2020  
9:00 A.M.

The East Bridgewater July 14, 2020 with said meeting called to order at 9:07 a.m. by Chairman Joseph Dutcher through Nancy Morris.

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 presented the Maintenance Report for June, 2020. There were 54 work orders generated, 55 completed. Claude Dubord and Sons pumped the septic tanks at Prospect Street and Riddell Road. Fred Tully replaced a shut off valve in 5-6 and a shower valve stem in 53-4. Johnson Controls came to troubleshoot fire alarm system due to ongoing issues. DeCosta Lock repaired the entry lock in 204 and the security door lock. Hometown Carpet cleaned the carpet in G-04. South Shore Generator performed the semi-annual service on the generator. Fred Tully replaced the shower valve at 85 Prospect St.

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

Work on the Riddell Road 667-2 Septic Replacement, Fish #083043 was discussed. A company was brought in to shore the walls in hole where the septic tank will be placed. Tetreault has resumed their work.

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

The Priority Cornice Repairs Project, Fish #083052, was discussed. The color selection for the new concrete cornice has been chosen to match the current concrete. The new sections are currently being formed.

On Sunday, June 28, 2020 lightning struck at Riddell Road and damaged the fire alarm panel.

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 June 9, 2020 were discussed.

**M/Luddy-Ross, S/Butler.** Motion to approve the Minutes of June 9, 2020. Unanimous.

The Executive Director's Report for June, 2020 was presented. There was one apartment vacancy as of as of June 30, 2020 and one lease was signed. Wait list applicants as of July 1, 2020 –2902 family, 1475 elderly/handicapped, 4185 Champ total, 4377 our total. There were no credits issued for June, 2020. The office continues to remain closed to the public until further instruction from DHCD or the Governor's Office. Office staff continues to alternate schedule between office and home. The maintenance staff continues to disinfect heavily trafficked areas twice daily, perform grounds maintenance, complete emergency work orders, and apartment turnovers. Leslie and Nancy are participating in any CHAMP webinars that are offered. Nancy participates in remote meetings with DHCD every Wednesday at noon. She also joins with peers and MassNAHRO every other Thursday at noon. The purpose is to share information, concerns and best practices. There is a monthly meeting with DHCD and MassNAHRO and resident service coordinators to discuss resident needs during the pandemic. Nancy also advised the Board she plans to retire August 1, 2021.

**M/Butler, S/Lafond.** Motion to approve the Executive Director's Report for June, 2020 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through July 14, 2020 were presented. Nancy pointed out that the bills were higher than usual because of the Plymouth County Retirement check for \$42,331, which we pay annually.

**M/Butler, S/Luddy-Ross.** Motion to approve the Check Register through July 14, 2020 as presented. Unanimous vote.

The overtime was high for two reasons. A fire watch was required for June 28 through June 30, 2020 because of the damaged fire alarm panel. Due to COVID-19 maintenance has been disinfecting twice daily, including weekends and holidays.

**M/Butler, S/Lafond.** Motion to approve the Employee Earnings Record through July 14, 2020 as presented. Unanimous vote.

The Accountant's Compilation Reports through May 31, 2020 were reviewed. The Operating Reserves are holding at 55.8%.

**M/Butler, S/Lafond.** Motion to acknowledge the Accountant's Report through May 31, 2020. Unanimous vote.

Nancy said that the next meeting will be held virtually on August 11, 2020. Joe asked when we would be meeting together. Nancy does not know, but it will not be in August. It will be dependent on the spread of COVID-19. The last update from Ben Stone, Associate Director, Division of Public Housing, said Board meetings should be held remotely throughout the summer months. Nancy continues to be in contact with DHCD.

**M/Luddy-Ross, S/Butler.** Motion to adjourn the meeting at 9:26 a.m. Vote unanimous.

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Nancy J. Morris, Executive Director

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