

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

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, July 9, 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

Joseph Dutcher read a letter from Christine Butler expressing her interest in continuing her role as the Governor's Appointee. Nancy sent it to Kim Gomez, our Management Specialist to forward to the appropriate department. Joseph will reach out to Maryellen Rollins.

The Executive Director received a reminder that 2 Commissioners have not taken the mandatory online training program required by Section 5B of Chapter 235 of Massachusetts General Laws. Larry had indicated he will take it with office help. This will impact our Performance Management Review.

Nancy presented the Maintenance Report for June, 2019. There were 42 work orders created, 54 completed. Fred Tully replaced the main water valves in 76A and 65B and a shower spindle in 76-5. MJ Connors disassembled stairs in 89B for drain repair work. They then rebuilt the stairs after the drain was repaired. Little Dryden removed and replaced a section of the main drain in 89B to remove an obstruction.

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

The Riddell Road 667-2 Septic Replacement, Fish #083043, is at a standstill. A. Tetreault & Sons, Inc. discovered fire alarm and cable wires running behind 88 and 89 Riddell Road. Johnson Controls has submitted a proposal of \$68,000 to move the conduit temporarily and then put it back in place. The engineer, contractor and DHCD construction advisor will meet to discuss alternatives. We have been unable to locate the final as-built drawings for the alarm upgrade done in 1998. All the construction documents have the alarm wiring in the front of building 88 and 89.

The Paid Family and Medical Leave Act was discussed. This goes into effect October 1, 2019 and it is expected that it will be funded by January 1, 2021. All employees must contribute. The Housing Authority is not required to contribute as it employs fewer than 25 people.

Appointments to the Grievance Panel were discussed. The resumes for the Grievance Officer and Alternate, Marcia Weidenfeller and Steven Brown, have been posted for 28 days with no comments.

M/Butler, S/Luddy-Ross. Motion to appoint Marcia Weidenfeller as Grievance Panel Officer and Steven Brown as the Grievance Panel Alternate for the East Bridgewater Housing Authority for a period of five (5) years, ending June 30, 2024, pending no comments as of the required 30 day posting ending July 10, 2019. Unanimous.

The Credit Card Policy which was adopted on January 12, 2016 needs to be amended since the Housing Authority now has a major credit card.

M/Luddy-Ross, S/Butler. Motion to amend the Credit Card Policy by striking the first sentence which states “The East Bridgewater Housing Authority does not have a major credit card.” Unanimous.

The Policy for Tenant Accounts Receivable Write-offs should be amended since DHCD no longer requires a twelve month wait period for write-offs.

M/Luddy-Ross, S/Butler. Motion to amend the Write Off Policy to “Subsequent to three (3) months and all efforts have been exhausted to recoup monies owed the East Bridgewater Housing Authority will write off the balance owed, with Commissioner approval.” Unanimous

An Act Relative to Local Housing Authority Board Member Elections was discussed. A petition has been presented to the State Senate, Docket No. 1987.

Public Housing Notice 2019-07, Request for Information on the Creation of Regional Housing Authority Entities was discussed. Nancy reviewed the survey questions and expressed concerns over some of the contradictory statements within the Public Housing Notice and in the notes pertaining to the question and answer session. All agreed that East Bridgewater should not participate.

The Minutes of June 11, 2019 were reviewed.

M/Butler, S/Luddy-Ross. Motion to approve the Minutes of June 11, 2019 as presented. Unanimous.

The Executive Director’s Report for June, 2019 was presented. There were 2 apartment vacancies and 4 congregate vacancies as of June 30, 2019 and 4 leases were signed in June, 2019. The number of wait list applicants as of June 30, 2019 were 566 family, 401 elderly/handicap, a CHAMP total 940. This number reflects the fact that people are applying for elderly and family units. Their eligibility is not verified until a unit is vacant and their application is in the list pulled. As of July 8, 2019 there were 1076 applicants. There were \$102

in credits issued for tenants whose rent was abated while they stayed with relatives during the drainage issue in 89B Riddell Road. Nancy submitted the Wage Match to the Massachusetts Dept. of Revenue for all 667 and 705 adult tenants. There were no discrepancies. Leslie and Nancy represented the Housing Authority at the S.A.L.T. (Seniors and Law Enforcement Together) Safety and Wellness Fair at the East Bridgewater Council on Aging. The Housing Authority donated a gift card to Deng's Garden for \$25.00. Nancy participated in a webinar on Tuesday, June 25, 2019 on Cap Hub. It is a new web-based project management system for managing capital improvement projects from design to closeout, including schedules and budgets.

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

The Check Register and Employee Earnings Record through July 9, 2019 were presented.

M/Luddy-Ross, S/Butler. Motion to approve the Check Register through July 9, 2019 as presented. Unanimous vote.

M/Butler, S/Luddy-Ross. Motion to approve the Employee Earnings Record through July 9, 2019 as presented. Unanimous vote.

The Accountant's Report through May 31, 2019 was presented.

M/Butler, S/Luddy-Ross. Motion to acknowledge the Accountant's Report through May 31, 2019. Unanimous vote.

M/Luddy-Ross, S/Butler. Motion to adjourn the meeting at 9:52 a.m. Vote unanimous.

Nancy J. Morris, Executive Director

Attested _____
Christine Butler, Clerk