



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

MINUTES  
REGULAR MONTHLY MEETING  
August 10, 2021  
9:00 A.M.

Tel: (508) 378-3838  
Fax: (508) 378-3880

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, August 10, 2021 with said meeting called to order at 9:00 a.m. by Chairman Joseph Dutcher. The Board Members met at 38 Riddell Road.

Board Members Present:    Joseph Dutcher            Chairman  
                                      Larry Davidson            Vice Chairman  
                                      Christine Butler        Treasurer, Clerk  
                                      Sandra Luddy-Ross      Assistant Treasurer

Board Members Absent:    None

Others Present:            Nancy J. Morris            Executive Director  
                                      Leslie Lundstrom        Administrative Assistant

Guests/Tenants:            None

There was a note to the Housing Authority from a resident commending Paradigm Energy and Tony Gareri on the efficient way they updated fixtures with minimum disruption. The office received a post card from a tenant visiting family in Greece. Nancy composed a letter of gratitude from Board and staff to Barbara Lafond for her service to the Housing Authority.

Nancy presented the Maintenance Report for July, 2021. There were 42 work orders generated, 44 completed. Paradigm Energy Services replaced light fixtures with new LED fixtures and bulbs at 100 Prospect Street and Riddell Road locations. Burgess Pest reinspected 23-7 for bed bugs. Johnson Controls serviced alarm trouble in 89B. Fred Tully made a repair to water main in 76A. Paxor Construction worked on office expansion. Burgess Pest Control treated a fly problem at 100 Prospect Street. Abington Fence Company repaired fences at 34/44, 74 & 85 Prospect Street.

**M/Luddy-Ross, S/Davidson.** Motion to approve the Maintenance Report for July, 2021 as presented. Unanimous vote.

Steven Brown has agreed to continue as Grievance Officer Alternate:

A temporary Clerk for the July 13, 2021 meeting was discussed.

**M/Davidson, S/Butler.** Motion to appoint Sandra Luddy-Ross as temporary Clerk for the July meeting. Unanimous.

The Certification of Notification Procedures for Federal and State Lead Paint Laws was discussed. Nancy provided the Lead Paint Compliant List and the In-Complete List for all properties for Board review. All leased apartments were compliant.

**M/Davidson, S/Butler.** Motion to certify that the East Bridgewater Housing Authority is in compliance with the Federal and State Regulations and is maintaining proper record-keeping related to such requirements. Unanimous.

The Certification of Top Five Salaries was discussed. Nancy produced the Top 5 Compensation Form for FY 2021 prepared by Daniel Robillard, PC based on the Payroll Ledger for check dates from July 1, 2020 to June 30, 2021.

**M/Davidson, S/Butler.** Motion to certify the Fiscal Year End Forms and Certifications for the Top 5 Compensation Form for FY 2021 prepared by Daniel Robillard, PC. Unanimous.

The appointment of a tenant board member was discussed. On August 2, 2021 a letter was distributed to all East Bridgewater Housing Authority residents with a form to submit to the Town Clerk if interested in being appointed to the Board. The deadline for interest is September 1, 2021. Board was encouraged to review information regarding Tenant Board Member included in March agenda package.

The Executive Director contract has not been approved by DHCD yet.

The 667-2 Septic System, Fish #083043, has been completed. The Executive Director has applied for \$5000 in Formula Funding for administrative money. She had put in many hours over the 4 ½ period the project was ongoing. The total amount requested is \$4,976.65.

**M/Davidson, S/Butler.** Motion to approve the reimbursement for administrative services to Nancy Morris for \$4,976.65 for overtime hours worked on the 667-2 Septic System, Fish #083043 as Contract Officer. Unanimous.

The 100 Prospect Street Office Renovation, Fish #083054, was discussed. The Executive Director terminated the contractor who in turn has retained counsel to be reinstated on the project. The RCAT has retained counsel on behalf of the Housing Authority.

The Minutes of July 13, 2021 were discussed.

**M/Davidson, S/Luddy-Ross.** Motion to approve the Minutes of July 13, 2021 as presented. 3 ayes, 1 abstain

The Executive Director's Report for July, 2021 was presented. There as one apartment vacancy as of as of July 31, 2021 and no leases were signed in July. Wait list applicants as of July 29, 2021: 4843 family, 2427 elderly/handicapped, 6924 Champ total, 7270 our total. There were no credits issued. The opening for the Administrative Position was advertised on the East Bridgewater Housing website, the MassNAHRO website and in the Brockton Enterprise. Over 100 applications were received. Leslie interviewed two applicants and narrowed it to one. She

and Nancy interviewed the finalist, Cindy Grande-Gareis. She was very qualified and had good references. Nancy offered the position at the higher advertised rate of \$22.00 per hour. She will start August 16, 2021. Paradigm Energy Services completed the LEAN lighting retrofit project for all 667 properties on July 20, 2021.

**M/Luddy-Ross, S/Davidson.** Motion to approve the Executive Director's Report for July, 2021 as presented. Unanimous vote.

The Check Register and Employee Earnings reports through August 10, 2021 were discussed.

**M/Davidson, S/Butler.** Motion to approve the Check Register through August 10, 2021 as presented. Unanimous vote.

**M/Davidson, S/Luddy-Ross.** Motion to approve the Employee Earnings Record through August 10, 2021 as presented. Unanimous vote.


The Accountant's Report through June 30, 2021 was discussed.


**M/Butler, S/Luddy-Ross.** Motion to acknowledge the Accountant's Report through June 30, 2021. Unanimous vote.

The year-end financial statements for fiscal year ending June 30, 2021 were discussed.

**M/Davidson, S/Butler.** Motion to certify the financial statements for the fiscal year ending June 30, 2021.

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

  
Executive Director

Attested   
Christine Butler, Clerk