

MINUTES  
REGULAR MONTHLY MEETING  
August 11, 2020  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting as a remote meeting on Tuesday, August 11, 2020 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
	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 the sister of a deceased tenant thanking the Housing Authority for treating her so well the last ten years.

Nancy presented the Maintenance Report for July, 2020. There were 53 work orders generated, 5 deferred because of COVID-19, 51 completed. Tetreault and Sons resumed work on the septic project. Burgess Pest treated unit 23-1 for bed bugs. Johnson Controls made repairs to the alarm system. United Elevator performed the annual elevator inspection. Fred Tully repaired the water supply line on floor 1. Chapman Waterproofing began repairs to the building cornice. DeCosta Lock replaced the foyer door opener.

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

The Subsidy Agreement for July 1, 2020 – June 30, 2025 was approved by DHCD.

Board re-organization will be discussed when there is a full complement of the Board.

Work on the Riddell Road 667-2 Septic Replacement, Fish #083043 was discussed. A groundwater issue prevented the contractor from placing the septic tank at the required depth. A change order for \$15,750.00 was approved by the Architect, Michael Carter of GCG Associates, Inc. for the contractor, Aldore Tetreault & Sons, Inc. This also increases the contract time by 60 calendar days.

**M/Butler, S/Luddy-Ross.** Motion to approve Change Order #1 for \$15,750.00 for Aldore Tetreault & Sons, Inc. for the 667-2 Septic Replacement Project, Fish #083043. Unanimous.

The Priority Cornice Repairs Project, Fish #083052, was discussed. There were damaged bricks behind the façade, causing leaks, which were discovered during the demolition. The architect, Shikha Jindal of Architectural Solutions Inc., approved a change order for \$4,161.30 for Chapman Waterproofing Company for the extra work needed to properly complete the project. This project has been completed.

**M/Luddy-Ross, S/Butler.** Motion to approve Change Order #1 for \$4,161.30 for Chapman Waterproofing Company for the extra work needed to properly complete the Priority Cornice Repairs Project, Fish #083052. Unanimous.

**M/Butler, S/Luddy-Ross.** Motion to approve the Certificate of Substantial Completion for Chapman Waterproofing Company for the Priority Cornice Repairs Project, Fish #083052. Unanimous.

**M/Butler, S/Luddy-Ross.** Motion to approve the Certificate of Final Completion for Chapman Waterproofing Company for the Priority Cornice Repairs Project, Fish #083052. Unanimous.

The Lintel Replacement and Window Repair Project, Fish #083053, for 667-3 was discussed. Architectural Solutions Inc. has submitted a Work Order Scope of Services and Payment for Services to DHCD for review. The construction budget is \$271,920.00. Architectural Solutions Inc. has been qualified as a House Doctor by DHCD.

The Executive Director has been looking into expanding the office. There is \$10,000.00 available COVID-19 upgrades.

Johnson Controls is waiting on parts for the fire alarm panel at Riddell Road which was damaged by lightning.

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/Luddy-Ross, 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 2020 prepared by Daniel Robillard, PC based on the Payroll Ledger for check dates from July 1, 2019 to June 30, 2020.

**M/Butler, S/Lafond.** Motion to certify the Fiscal Year End Forms and Certifications for the Top 5 Compensation Form for FY 2020 prepared by Daniel Robillard, PC. Unanimous.

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 July 14, 2020 were discussed.

**M/Butler, S/Lafond.** Motion to approve the Minutes of July 14, 2020. Unanimous.

The Executive Director's Report for July, 2020 was presented. There were 2 apartment vacancies as of as of July 31, 2020 and no leases were signed. Wait list applicants as of August 3, 2020 - 3061 family, 1545 elderly/handicapped, 4401 - Champ total, 4606 our total. There were no credits issued for July, 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. Ben Stone, Associate Director of DHCD continues to hold remote meetings every other Wednesday to discuss the needs of housing authorities and offer guidance in the reopening of office and buildings. The Southeast Pilot Attorney, Andrew Bailey, resigned July 31, 2020. The moratorium on evictions has been extended to October 17, 2020. The State Elevator Test was performed on July 22, 2020. The Inspector, technicians from United Elevator and South Shore Generator, and Pete Huntington were involved. Elevator passed. Service contracts for FY2021 were renewed with the current contractors at their current fees. This was because of the COVID-19 protocols limiting access to the buildings. United Elevator will continue at \$250 per month but now needs to add an additional charge for a pre-inspection now required by the State. This fee will be a standard rate of 1 man for 2 hours. Burgess Pest is keeping their rate at \$795 for the annual extermination. Claude Dubord will continue to pump septic at \$.80 per 1000 gallons. Jacqueline Molleo from Magellan Health Care donated care packages to all residents. They included masks, hand sanitizer, nail clippers and snacks. FYI - Housing Authority Emergency Information Questionnaire provided to the Regional Capital Assistance Team.

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

The Check Register and Employee Earnings Record through August 11, 2020 were presented.

**M/Butler, S/Luddy-Ross.** Motion to approve the Check Register through August 11, 2020 as presented. Unanimous vote.

**M/Butler, S/Luddy-Ross.** Motion to approve the Employee Earnings Record through August 11, 2020 as presented. Unanimous vote.

The Accountant's Compilation Reports through June 30, 2020 were reviewed. The Operating Reserves are at 56.8%.

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

The financial statements for the fiscal year ending June 30, 2020 for the 400-1 and the 689-1 programs were discussed.

**M/Luddy-Ross, S/Butler.** Motion to certify the year-end financial statements for the 400-1 program for the fiscal year ending June 30, 2020, prepared by Daniel Robillard, PC.  
Unanimous.

**M/Luddy-Ross, S/Butler.** Motion to certify the year-end financial statements for the 689-1 program for the fiscal year ending June 30, 2020, prepared by Daniel Robillard, PC.  
Unanimous.

Nancy said that the next meeting will most likely be held virtually. It will depend on the spread of COVID-19. Nancy continues to be in contact with DHCD.

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

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Nancy J. Morris, Executive Director

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