

MINUTES  
REGULAR MONTHLY MEETING  
August 14, 2018  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, August 14, 2018 with said meeting called to order at 9:00 a.m. by Chairman Joseph Dutcher.

Board Members Present:	Joseph Dutcher	Chairman
	Larry Davidson	Vice Chairman
	Maryellen Rollins	Clerk
Board Members Absent:	Christine Butler	Treasurer
	Sandra Luddy-Ross	Assistant Treasurer
Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant
	Peter Egan	Maintenance Mechanic Laborer
Guests/Tenants:	None	

Joseph Dutcher read a letter from the sister of a former tenant thanking the housing authority staff for the kindness shown to her sister during her many years of residency.

The Maintenance Report for July, 2018 was presented. There were 65 work orders created, 95 completed, and 39 work orders outstanding. Burgess Pest Control began the annual extermination at all locations. CJ Plumbing replaced a hot water heater in building 52. Patriot Services snaked the laundry drains. MJ Connors installed a countertop in 88-1. Fred Tully fixed a leak in the shower at 75 Prospect Street.

**M/Rollins, S/Davidson.** Motion to approve the Maintenance Report for July, 2018 as presented. Unanimous.

Fish #083042, 667-2 roof repairs for 77 and 38 Riddell Road was discussed. The final payment has been sent to Almar, LLC.

A letter of gratitude to former Commissioner James Wolfe was signed by all.

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

**M/Davidson, S/Rollins.** 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 2018 and the Employee Earnings Record for check dates from July 1, 2017 to June 30, 2018.

**M/Davidson, S/Rollins.** Motion to certify the Fiscal Year End Forms and Certifications for the Top 5 Compensation Form for FY 2018. Unanimous.

Fish #083043, 667-2 septic replacement schematic plans and specifications have been approved by DHCD. There have been no updates.

Work Plan 5001 Amendment #5 for \$397,526.00 has been approved by DHCD and the fully executed contract has been received.

The Amended Minutes of June 12, 2018 were discussed. They will be discussed at the next meeting when there is a quorum for a vote.

The Minutes of July 10, 2018 were discussed.

**M/Davidson, S/Rollins.** Motion to approve the Minutes of July 10, 2018 as presented. Unanimous

The Executive Director's Report for July, 2018 was presented. There were two apartment vacancies as of July 31, 2018 and two leases were signed in July, 2018. There were no credits issued.

**M/Davidson, S/Rollins.** Motion to approve the Executive Director's Report for July, 2018 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through August 14, 2018 were presented.

**M/Davidson, S/Rollins.** Motion to approve the Check Register through August 14, 2018 as presented. Unanimous vote.

**M/Davidson, S/Rollins.** Motion to approve the Employee Earnings Record through August 14, 2018 as presented. Unanimous vote.

The Accountant's Report for June 30, 2018 was discussed.

**M/Davidson, S/Rollins.** Motion to acknowledge the Accountant's Report through June 30, 2018. Unanimous vote.

The financial statements for the fiscal year ending June 30, 2018 for the 400-1 and the 689-1 programs were discussed.

**M/Davidson, S/Rollins.** Motion to certify the year-end financial statements for the 400-1 program for the fiscal year ending June 30, 2018, prepared by Daniel Robillard, PC. Unanimous.

**M/Davidson, S/Rollins.** Motion to certify the year-end financial statements for the 689-1 program for the fiscal year ending June 30, 2018, prepared by Daniel Robillard, PC. Unanimous.

**M/Davidson, S/Rollins.** Motion to adjourn the meeting at 9:16 a.m. Vote unanimous.

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Nancy J. Morris, Executive Director

Attested \_\_\_\_\_  
Maryellen Rollins, Clerk