

MINUTES  
REGULAR MONTHLY MEETING  
September 11, 2018  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, September 11, 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
	Christine Butler	Treasurer
	Sandra Luddy-Ross	Assistant Treasurer

Board Members Absent:       None

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

Guests/Tenants:               None

Joseph Dutcher asked for a moment of silence for the victims of 9/11.

Nancy shared the BlueWave Construction updates for the Westport facility for July and August. The Witness test is scheduled for September 18-20, 2018.

The Maintenance Report for August, 2018 was presented. There were 56 work orders created, 64 completed, and 37 work orders outstanding. Burgess Pest Control completed the annual preventative maintenance for extermination at all sites. Bruce McKean painted 76-3 and 5-5. Acorn Overhead Door repaired the garage door at 58 Riddell Road. Maztek installed a tub surround at 89-3. Hometown Carpet Cleaner cleaned the carpet in 5-5. Patriot Services cleaned out the main line in 64A. Capital Carpet installed a floor in 89-3. South Shore Generator reset the battery backup on the standby generator at 100 Prospect St.

**M/Butler, S/Luddy-Ross.** Motion to approve the Maintenance Report for August, 2018 as presented. Unanimous.

There was no old business for discussion.

The Performance Management Review for FY2018 has been scheduled for October 16,

2018. Housing Management Specialist Kim Gomez will be visiting with a member of DHCD's inspection team. All financial records and certifications have been submitted to DHCD in preparation for the PMR.

Fish #083043, 667-2 septic replacement design plans and specifications are waiting final approval by DHCD.

The Amended Minutes of June 12, 2018 were discussed. There was a motion that was omitted in the original Minutes. It was as follows:

M/Davidson, S/Luddy-Ross. Motion to approve the Certificate of Final Completion for the flooring replacement project for 85 Prospect Street and 52-3 and 64-6 Riddell Road, Fish #083045. Unanimous.

**M/Davidson, S/Luddy-Ross.** Motion to approve the Amended Minutes of June 12, 2018 as presented. 4 ayes, 1 abstain.

The Minutes of August 14, 2018 were discussed.

**M/Rollins, S/Davidson.** Motion to approve the Minutes of August 14, 2018 as presented. 3 ayes.

The Executive Director's Report for August, 2018 was presented. There were three apartment vacancies as of August 31, 2018 and one lease was signed in August, 2018. There were no credits issued. Nancy and Leslie attended a full day of training by Cybersense at the Brockton Housing Authority on August 8, 2018. DHCD has implemented the Common Housing Application for Massachusetts Public-Housing, CHAMP, for 667 and 705 applicants. Applicants will be able to submit one application to any of the Massachusetts authorities they wish to apply to. They will only be allowed to submit to the housing authorities that own the type of housing they need. All new forms have been customized for the East Bridgewater Housing Authority. All year-end certifications have been submitted to DHCD in preparation for the Performance Management Review.

Nancy announced that the MassNAHRO Fall Conference would be held on December 3 & 4, 2018 at the Verve in Natick. The form for advertising in the program book was received September 10, 2018.

**M/Davidson, S/Luddy-Ross.** Motion to submit a half-page ad in the MassNAHRO Fall Conference program for \$60.00 as has been done in the past. Unanimous.

**M/Butler, S/Luddy-Ross.** Motion to approve the Executive Director's Report for August, 2018 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through September 11, 2018 were presented.

**M/Rollins, S/Luddy-Ross.** Motion to approve the Check Register through September 11, 2018 as presented. Unanimous vote.

**M/Davidson, S/Butler.** Motion to approve the Employee Earnings Record through September 11, 2018 as presented. Unanimous vote.

The Accountant's Report for July 31, 2018 was discussed. Nancy made mention that the dollar figures spent were correct but the budget guidelines have not been issued so that the report is not very informative.

**M/Davidson, S/Butler.** Motion to acknowledge the Accountant's Report through July 31, 2018. Unanimous vote.

**M/Luddy-Ross, S/Butler.** Motion to adjourn the meeting at 9:19 a.m. Vote unanimous.

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Nancy J. Morris, Executive Director

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