



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET

EAST BRIDGEWATER, MASSACHUSETTS 02333

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

REC'D EB TOWN CLERK  
'21 MAY 26 AM 9:54

The East Bridgewater Housing Authority held its regular monthly meeting as a remote meeting on Tuesday, March 9, 2021 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	

There was no correspondence.

Nancy presented the Maintenance Report for February, 2021. There were 25 work orders generated, 30 completed. Bob Graham changed the oil in the 2017 Ford F350. Claude Dubord changed the charcoal filter in the 667-1 septic chimney. Fred Tully changed the water heater in 77A. Burgess Controls wired the hot water heater in 77A. Jim Dorsey & Son worked on the boilers at 100 Prospect Street. Fred Tully replaced the kitchen sink shutoff valve in apartment 207. DeCosta Lock replaced the outer entry door opener at 100 Prospect Street.

**M/Butler, S/Lafond.** Motion to approve the Maintenance Report for February, 2021 as presented. Unanimous.

The work on the 667-2 septic system, Fish #083043, was discussed. Tetreault and Sons will resume work March 22, 2021 and will be ready for paving when the paving companies reopen April 5, 2021.

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

The East Bridgewater Housing Authority Annual Plan was discussed. There were no comments received since it was posted January 7, 2021.

**M/Luddy-Ross, S/Lafond.** Motion to approve the East Bridgewater Annual Plan for FY2022 as presented. 4 ayes, 0 nays

The Contract for Financial Assistance Emergency Reserve Funding for \$58,429 was approved by DHCD.

The 100 Prospect Street Office Renovations, #083054, was discussed. JM Booth & Associates, Inc. has submitted preliminary plans. A representative will be on the premises March 9, 2021 to gather more information.

The Window and Lintel Repair Project for 100 Prospect Street, #083053 was discussed. A preconstruction meeting was held February 10, 2021. The project will be advertised in the Central Register on March 17, 2021.

The Labor and Industry Rates set by the State have not been received yet. The new rates will go into effect on April 1, 2021 which is before the next Board meeting and Nancy would like to give the new rates to the maintenance staff which they are legally entitled to.

**M/Butler, S/Luddy-Ross.** Motion to allow Nancy Morris to give the maintenance staff their new rates beginning April 1, 2021.

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 February 9, 2021 were discussed.

**M/Luddy-Ross, S/Butler.** Motion to approve the Minutes of February 9, 2021. Unanimous.

The Executive Director's Report for February, 2021 was presented. There were six apartment vacancies as of as of February 28, 2021 and 1 lease was signed in February. Wait list applicants as of March 3, 2021: 4145 family, 2011 elderly/handicapped, 5867 Champ total, 6156 our total. There were no credits issued. 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 is disinfecting heavily trafficked areas once daily, performing grounds maintenance, and completing emergency work orders and apartment turnovers. The Housing Authority partnered with the East Bridgewater Board of Health to conduct a COVID-19 vaccination clinic which was held March 4, 2021 at the Riddell Road Community Room. The Housing Authority has been assessed \$148.50 for the quarter ending 12/31/2020 for excessive vacancy days. The assessment will come out of the subsidy payment. Annual recertification of all tenants housed prior to 2021 has been started. Office staff is overwhelmed with the extra work load resulting from CHAMP, the excessive number of vacancies and rent recertification. Leslie is able to work extra hours. Her annual salary will be a slight amount over the budgeted amount. Nancy spoke with Daniel Robillard and Kim Gomez about the situation. DHCD changed some of the language in the standard Form Lease for State-aided Public Housing. The



changes fall under Section VIII. LHA Obligations, (H) Locks. The old language is: To provide new door locks or rekeyed door lock cylinders at the beginning of the tenancy, and thereafter to rekey door lock cylinders within a reasonable time of Tenant's request and at Tenant's expense. To rekey locks promptly upon request of a household member who has obtained a restraining order which is in force against another household member on account of domestic violence and to waive charges for the cost where circumstances warrant. The new language is: To provide new door locks or rekeyed door lock cylinders at the beginning of the tenancy, and thereafter to rekey door lock cylinders within a reasonable time of Tenant's request and at Tenant's expense. **To rekey locks in accordance with state law promptly upon request of a household member who is under an imminent threat of domestic violence, rape, sexual assault or stalking at the premises and to waive charges for the cost where circumstances warrant.** All tenants will be required to sign the new lease with recertification. Changes to Town Appointed Tenant Board Members have been released. The High School Band has offered to provide a concert on the island at Riddell Road for the tenants. They have been rehearsing but they have not been able to have concerts due to the Covid restrictions. Tenants will be able to socially distance and enjoy the music.

**M/Butler, S/Lafond.** Motion to allow Leslie Lundstrom to temporarily work extra hours during the recertification period. Unanimous.

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

The Check Register and Employee Earnings reports for March 9, 2021 were discussed.

**M/Luddy-Ross, S/Lafond.** Motion to approve the Check Register through March 9, 2021 as presented. Unanimous vote.

**M/Butler, S/Lafond.** Motion to approve the Employee Earnings Record through March 9, 2021 as presented. Unanimous vote.

The Accountant's Compilation Reports through January 31, 2021 were reviewed.

**M/Butler, S/Luddy-Ross.** Motion to acknowledge the Accountant's Report through January 31, 2021. Unanimous vote.

**M/Butler, S/Luddy-Ross.** Motion to adjourn the meeting at 9:33 a.m. Vote unanimous.

  
Nancy J. Morris, Executive Director

Attested   
Christine Butler, Clerk