



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET

EAST BRIDGEWATER, MASSACHUSETTS 02333

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## MINUTES REGULAR MONTHLY MEETING

February 11, 2020

9:00 A.M.

REC'D EB TOWN CLERK  
'21 MAY 26 AM 9:55

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, February 11, 2020 with said meeting called to order at 9:00 a.m. by Vice Chairman Larry Davidson.

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

Nancy read two items of correspondence. One was a thank you card from the family of a tenant who passed. The other was a notice from Janelle Chan, Undersecretary, reappointing Christine Butler to the state seat on the Board.

Peter Egan presented the Maintenance Report for January, 2020. There were 60 work orders created, 15 from inspection, 59 completed. Johnson Controls repaired the fire alarm system between 65 and 77 Riddell Road. Almar LLC completed the window insulation project in 667-2. Bruce McKean painted apt. 23-4. M.J. Connors rebuilt a staircase in 65A Riddell Road. J.D. Plumbing repaired the mixing valve at 100 Prospect St. Fred Tully changed the shutoff valve and faucet in apt. 203.

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

The Riddell Road 667-2 Septic Replacement, Fish #083043 was discussed. Construction is expected to resume mid-March.

Due to Christine's absence at the January 23, 2020 meeting, it was necessary to name a temporary clerk.

**M/Butler, S/Luddy-Ross.** Motion to name Sandra-Luddy Ross as temporary Clerk. Unanimous.

Christine Butler gave a copy of her Certificate of Appointment to Nancy for her file.

The Annual Town Report for 2019, for submission to the Selectmen, was discussed.

**M/Butler, S/Luddy-Ross.** Motion to approve the Annual Town Report for 2019 as printed. Unanimous.

The GASB 74 & 75 Actuarial Valuation with a Valuation Date of July 1, 2019, prepared by Odyssey Advisors, was acknowledged.

The FY20 Health and Safety Initiative for the 667-2 Fire Alarm Repairs was approved for \$18,000.00.

The FY20 Revision #1 was approved by DHCD to include the 667-3 Concrete Façade repairs.

The FY21 Capital Improvement Plan was presented. Nancy met with the tenants at Riddell Road and Prospect Street on February 4, 2020 and reviewed the plan with them. She also spoke with Lynn Rodrigues of BAMS and discussed the needs of 34/44 Prospect Street. In FY2021, all formula funding is needed for 100 Prospect Street. There are three projects: Priority Cornice Repairs; Exterior Trim Replacement at Window Panels; and Lintel Replacement and Window Repairs. The Exterior Trim Lintel Replacement Projects will carry over into FY22. Also in FY22 are plans for an accessible toilet room. Parking expansion will begin in FY23.

**M/Luddy-Ross, S/Butler.** Motion to approve the FY21 Capital Improvement Plan as presented. Unanimous.

The Minutes of January 10, 2020 and January 23, 2020 were not accepted due to lack of quorum from that meeting. They will be brought before a full Board for approval.

The Executive Director's Report for January, 2020 was presented. There were three apartment vacancies as of January 31, 2020 and one lease was signed in January, 2020. No Credits issued. Wait list applicants as of February 4, 2020 -2132 family, 1115 elderly/handicapped, 3123 Champ total, 3247 our total. Leslie and Nancy attended SHADO at Barrett's West Bridgewater on January 28, 2020. Andrew Clinton from DHCD gave a presentation on new features in CHAMP. He also answered questions and listened to issues tenant selectors are having with the system. Capital Improvement Plan for FY21 has been completed. The Executive Director held tenant meetings at Riddell Road and Prospect Street on February 4, 2020. Prospect Street office renovations are being planned. A new telephone system for the office is being investigated. Recertification for all Housing Authority tenants leased prior to December 31, 2019 has been started. A flooring

project for three vacant apartments at Riddell Road has been advertised. The bids are due February 12, 2020 at 2:00 p.m.

There was a discussion regarding a special meeting to approve the lowest responsible bidder for the flooring contract. The bid opening is February 12, 2020 at 2:00 p.m. Sandra will let Nancy know what her schedule is like the week of February 17<sup>th</sup>. Larry and Tina are available February 19<sup>th</sup> and 20<sup>th</sup>.

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

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

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

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


The Accountant's Compilation Report through December 31, 2019 was reviewed.

**M/Luddy-Ross, S/Butler.** Motion to acknowledge the Accountant's Report through December 31, 2019. Unanimous vote.

**M/Butler, S/Luddy-Ross.** Motion to acknowledge the Quarterly Operating Statements for December 31, 2019 as presented. Unanimous.

**M/Luddy-Ross, S/Butler.** Motion to adjourn the meeting at 9:27 a.m. Vote unanimous.

  
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Nancy J. Morris, Executive Director

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