



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET

EAST BRIDGEWATER, MASSACHUSETTS 02333

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## MINUTES REGULAR MONTHLY MEETING

January 23, 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 Thursday, January 23, 2020 with said meeting called to order at 9:00 a.m. by Vice Chairman Larry Davidson.

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

Peter Egan presented the Maintenance Report for December, 2019. There were 56 work orders created, 62 completed. Burgess Controls wired a new hot water heater at 38 Riddell Road. Johnson Controls made a temporary repair to the fire alarm system. Fred Tully replaced a kitchen drain in 89-5. Fred Tully installed a hot water heater in 65B. Almar LLC began the window insulation project in 667-2. J.D. Plumbing repaired the circulator pump at 100 Prospect St.

**M/Luddy-Ross, S/Lafond.** Motion to approve the Maintenance Report for December, 2019 as presented. Unanimous.

The Riddell Road 667-2 Septic Replacement, Fish #083043 was discussed. Change Order #1 was approved by Michael Carter of GCG Associates for Tetreault & Sons, Inc. for relocating the existing fire alarm conduit found in the new field and removing an old dump area of materials and replacing with Title V acceptable materials. The total change order is for \$13,772.40.

**M/Luddy-Ross, S/Lafond.** Motion to approve Change Order #1 for DHCD Project #083043, Septic System Replacement (667-2) for a total of \$13,772.40 for relocating existing fire alarm conduit and removing material and replacing with Title V acceptable material. Unanimous.

Almar LLC submitted a Certificate of Final Completion and a requisition for final payment for the amount of \$2,416.73 for the 667-2 Window Panel Insulation Fish #083047. Molly Parris has reviewed the work has determined that Almar LLC has fully satisfied the requirements of the contract.

**M/Lafond, S/Luddy-Ross.** Motion to approve Certificate of Final Completion and the requisition for final payment for Almar LLC for the amount of \$2,416.73 for the 667-2 Window Panel Insulation Fish #083047. Unanimous.

The Award for Formula Funding for Fiscal Year 2023 is \$197,506.

The FY2020 Revision #1 has been approved. The 667-3 Concrete Façade repairs will be funded through formula funding rather than through the Health and Safety Initiative. The FY2021 Capital Improvement Plan will be ready for approval at the February meeting.

The Agreed Upon Procedures Audit for the Fiscal Year ending June 30, 2019, conducted by Gary DePace CPA, PC, has been completed and the final report has been issued. There were no exceptions in any of the audited areas. This will be posted on the Housing Authority website.

The Executive Director's Contract has been edited per DHCD for Board approval. They are no longer requiring Nancy to produce a resume with her contract. The Board vote must include the required hours worked per week and the salary amount in the vote, even though it is included in the contract.

**M/Luddy-Ross, S/Lafond.** Motion to approve the Executive Director Contract for Nancy Morris, commencing on November 1, 2019 and ending on June 30, 2021, for \$72,662.00 annually, for 32 hours per week. 3 Ayes, 0 Nays, Unanimous

The Minutes of December 10, 2019 were discussed.

**M/Luddy-Ross, S/Lafond.** Motion to approve the Minutes of December 10, 2019 as presented. Unanimous.

The Minutes of January 10, 2020 were not voted because of lack of quorum. They will be presented at the February meeting.

The Executive Director's Report for December, 2019 was presented. There were four apartment vacancies as of December 31, 2019 and no leases were signed in December, 2019. No Credits issued. Wait list applicants as of December 30, 2019 –1901 family, 987 elderly/handicapped, 2781 Champ total, 2888 our total. There was an alarm problem between 65 and 77 Riddell Road which caused the horns to fail. If the alarms went off, it would be reported to Alarm Central which in turn would notify to the East Bridgewater Fire Dept. A fire watch was needed for two nights. Tony and Peter took turns monitoring

the alarm panel in the community room. Nancy has applied for funds from DHCD under a Health and Safety Initiative. December 17, 2019 Nancy met with Molly Parris and drafted the Capital Improvement Plan for FY21. Nancy also worked with Molly on the FY20 CIP Revision to include emergency funding for the 667-3 façade project.

**M/Lafond, S/Luddy-Ross.** Motion to approve the Executive Director's Report for December, 2019 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through January 23, 2020 were presented.

**M/Luddy-Ross, S/Lafond.** Motion to approve the Check Register through January 23, 2020 as presented. Unanimous vote.

**M/Lafond, S/Luddy-Ross.** Motion to approve the Employee Earnings Record through January 23, 2020 as presented. Unanimous vote.

The Accountant's Compilation Report through November 30, 2019 was reviewed.

**M/Luddy-Ross, S/Lafond.** Motion to acknowledge the Accountant's Report through November 30, 2019. Unanimous vote.

The February meeting will be held on the 11<sup>th</sup>. Barbara has informed the Board she will be unable to attend in February and March. Nancy will review the CIP with her.

**M/Luddy-Ross, S/Lafond.** Motion to adjourn the meeting at 9:21 a.m. Vote unanimous.

  
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Nancy J. Morris, Executive Director

Attested   
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Sandra M. Luddy-Ross  
Temporary Clerk