



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES
REGULAR MONTHLY MEETING
October 8, 2019
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, October 8, 2019 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
	Peter Egan	Maintenance Mechanic/Laborer
Guests/Tenants:	Daniel Robillard, Milne, Shaw and Robillard	
	Cheryl Mann, Milne, Shaw and Robillard	

Joseph Dutcher congratulated Barbara Lafond on her appointment to the Board. Everyone agreed that it was a positive step forward to have a resident Commissioner.

Peter Egan presented the Maintenance Report for September, 2019. There were 87 work orders created, 60 from inspections, 59 completed. Service on the Ford F250 was done at Bob Graham's. It included new tires, oil change and inspection sticker. Pete Huntington moved alarm wires for the septic construction. The East Bridgewater Water Dept. replaced water meters in the 705 family units. Dorsey & Sons repaired an electric line to the hot water heater in 75 Prospect Street which was cut by the Water Dept.

M/Luddy-Ross, S/Butler. Motion to approve the Maintenance Report for September, 2019 as presented. Unanimous.

Larry Davidson has taken the information on the Mandatory Board Member Training and will work on it at home. Barbara Lafond had trouble signing in and will come in to the office on October 18, 2019 to work on it.

Housing Authorities, as Municipalities, are exempt from the Paid Family and Medical Leave Act. The Executive Director submitted a statement online through MassTaxConnect that the Housing Authority did not choose to "opt in."

The Riddell Road 667-2 Septic Replacement, Fish #083043 is at a standstill as the contractor has projects he was committed to before the disruption caused by the placement of the alarm wires.

Executive Director Contract for Nancy Morris has been submitted to DHCD for review and approval.

Fish #083047, 667-2 window panel insulation bid opening was scheduled for October 9, 2019 but has been changed to October 11, 2019. There was an addendum issued to change the insulation product to a more efficient product. This will also make the project less intrusive to the tenants.

M/Butler, S/Luddy-Ross. Motion to approve the lowest responsible bidder, pending the budget and reference checks by the RCAT Project Manager, for Fish #083047, 776-2 window panel insulation. Ayes 4, Nays 0, Unanimous.

M/Luddy-Ross, S/Lafond. Motion to appoint the Executive Director as Contract Officer for Fish #083047, 667-2 window panel insulation. Unanimous.

The Contract for Accounting Services by and between the East Bridgewater Housing Authority and Milne, Shaw & Robillard, P.C. was reviewed.

M/Butler, S/Luddy-Ross. Motion to approve the Contract for Accounting Services by and between the East Bridgewater Housing Authority and Milne, Shaw & Robillard, P.C. beginning July 1, 2019 and terminating June 30, 2021. Unanimous.

Daniel Robillard reviewed the Accountant's Compilation Report through August 31, 2019. The Operating Reserves appear to be at 50.1% but that is because we have not paid the quarterly group insurance bill, the water bill, and the retirement contribution has been reduced.

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

Daniel Robillard and Cheryl Roan presented the FY20 Budget. Some of the key highlights were:

- The allowable non-utility expense (ANUEL) was increased by 10%
- Administrative salaries were increased by 3% and a new salary schedule for executive directors was issued
- DHCD direct cost Exemption \$5,000 tech allowance
- DHCD direct cost exemption for extraordinary maintenance/health/safety/security expenses in the amount of \$200 per unit
- LHA's may retain 100% of the savings realized through Net Metering Credit Power Purchase agreements

Motion: Christine Butler moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 400-1 for fiscal year ending 6/30/2020 showing a revenue of \$759,129 and total expenses of \$759,129 thereby requesting a subsidy of \$78,193 and further that the Executive Director's total annual salary of \$72,662 for fiscal year ending 6/30/2020 be submitted to the Department of Housing and Community Development for its review and approval. Sandra Luddy-Ross seconded the motion which, upon roll-call, was passed by a vote of 4 for to 0 against.

Motion: Sandra Luddy-Ross moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 689-1 for fiscal year ending 6/30/2020 showing a revenue of \$27,290 and total expenses of \$28,755 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$72,662 for fiscal year ending 6/30/2020 be submitted to the Department of Housing and Community Development for its review and approval. Barbara Lafond seconded the motion which, upon roll-call, was passed by a vote of 4 for to 0 against.

The Executive Director's Salary schedule beginning July 1, 2019 was discussed. Daniel said that most Executive Director's received around a 3% increase and East Bridgewater was in line with that figure. Cheryl Mann had filled out the Salary Calculation Worksheet which is based on the number of programs and units managed by the housing authority and the scheduled number of hours worked.

M/Butler, S/Lafond. Motion to approve the Executive Director's Salary Schedule effective July 1, 2019. Unanimous.

The Minutes of September 17, 2019 were reviewed.

M/Luddy-Ross, S/Butler. Motion to approve the Minutes of September 17, 2019 as presented. 3 ayes, 1 abstain.

The Executive Director's Report for September, 2019 was presented. There were no apartment vacancies as of September 30, 2019 and 1 lease was signed in September, 2019. Wait list applicants as of September 30, 2019 – 1325 family, 719 elderly/handicapped, Champ Total 1968. Our total 2044. No Credits issued. Peter Egan attended the Massachusetts Association of Housing Authority Maintenance Supervisors, Inc. (Mahams) Conference Sept. 22-24 at the Resort and Conference Center at Hyannis. Leslie Lundstrom attended a Grievance workshop taught by Atty. Andrew Bailey in Dedham on September 25, 2019. On Friday, September 6, 2019 Nancy met with the Dept. of Developmental Services in Brockton to discuss filling the four congregate vacancies. She has since received 3 applications through DDS. On September 10, 2019 Rob Garrett, our DHCD Facilities Management Specialist, was on site to discuss preliminary preparation for the upcoming Performance Management Review (PMR) scheduled for October 28, 2019. He reviewed our work order system and maintenance plan. Also on September 10, Molly Parris, Kate Ferreira and Shikha Jindal, from the Regional Capital Assistance Team (RCAT), re-inspected the facade on 100 Prospect Street in order to put together a study for repairs. The intent is to perform destructive testing and make immediate repairs to the areas that are in danger of falling over the winter, particularly over the main entrance ramp, while at the same time gathering information to repair entire cornice. On September 18, 2019 Nancy and Peter Egan attended SMEDA at Barrett's in West Bridgewater. Rebecca Oliveira from MassNAHRO gave an update on the MassNAHRO website and upcoming trainings. David Matosky, Operations Director for CMS Associates, gave a presentation on Massachusetts Dept. of Labor Standards – Workplace Safety and Health Program. Massachusetts Dept. of Labor Standards has been created to enforce compliance with OSHA rules. On September 19, 2019 Nancy and Donna Brown-Rego, Executive Director of MassNAHRO, met with Senator Brady and several of his aides at the State House. Also present were Thomas Thibeault, Executive Director of Brockton Housing Authority, and Neil White and Jeff Haggerty, Legislative Consultants from Brian S. Hickey & Associates. The purpose was to gain support for upcoming

legislation regarding M.G.L. Ch. 32 to exempt certain LHA Executive Directors from the Anti-spiking provisions. On September 24, Nancy and Leslie Lundstrom attended SHADO at Barrett's in West Bridgewater. Donna Brown-Rego spoke on current legal topics MassNAHRO is working on such as the Paid Family and Medical Leave Act; the Anti-spiking Law pension law; and Tenant Elections. She also promoted the new MassNAHRO website, which can be accessed by housing authority commissioners and staff. Sarah Byrnes from the Mel King Institute spoke about the Public Housing Training Program and upcoming trainings for resident board members. On September 25, 2019 Nancy met with Alex Levesque to discuss his Eagle Scout project at Riddell Road. He has received Unit Leader and Committee Approval. Nancy approved as the Beneficiary of the project. He is now waiting for Council or District Approval. EBI Consulting has scheduled the Facility Condition Assessment for October 29, 2019. Their assessment will be used as part of the calculation for our future formula funding. The Fall Conference is November 18-19 in Quincy. Nancy plans on attending Monday with Leslie.

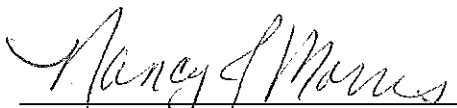
M/Luddy-Ross, S/Lafond. Motion to approve the Executive Director's Report for September, 2019 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through October 8, 2019 were presented.


M/Luddy-Ross, S/Butler. Motion to approve the Check Register through October 8, 2019 as presented. Unanimous vote.

M/Butler, S/Lafond. Motion to approve the Employee Earnings Record through October 8, 2019 as presented. Unanimous vote.

M/Butler, S/Lafond. Motion to adjourn the meeting at 10:18 a.m. Vote unanimous.



Nancy J. Morris, Executive Director

Attested 

Christine Butler, Clerk