



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES
REGULAR MONTHLY MEETING
July 13, 2021
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, July 13, 2021 with said meeting called to order at 9:00 a.m. by Chairman Joseph Dutcher. The Board Members met at 38 Riddell Road.

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

There was one note to the Housing Authority Board members from Barbara Lafond notifying them of her resignation after the July 13, 2021 meeting. She expressed pleasure at serving on the Board. All present joined in wishing her well in her next endeavor.

Nancy presented the Maintenance Report for June, 2021. There were 47 work orders generated, 58 completed. Tetreault & Sons completed the 667-2 septic system. Patriot Services cleared a clog in 65-5 and 65-6. Burgess Pest treated 23-8 for bed bugs. Johnson Controls installed a new heat detector in 89-5. Patriot Services cleared a clog at 100 Prospect Street and checked the plumbing in the office renovations area to confirm that it was clear. Paxor Construction was onsite for the office renovation project. Kenney Masonry completed the lintel repair project.

M/Davidson, S/Lafond. Motion to approve the Maintenance Report for June, 2021 as presented. Unanimous vote.

The 667-2 Septic System, Fish #083043, has been completed. Applications for CSC, CFC, and Payment #9 for \$15,938.77 have been received.

M/Luddy-Ross, S/Davidson. Motion to approve the Contract for Substantial Completion for the 667-2 Septic System, Fish #083043 for A. Tetreault and Sons, Inc. Unanimous.

M/Davidson, S/Lafond. Motion to approve the Contract for Final Completion for the 667-2 Septic System, Fish #083043 for A. Tetreault and Sons, Inc. Unanimous.

M/Davidson, S/Luddy-Ross. Motion to approve the Final Payment, #9, for \$15,928.77 for A. Tetreault and Sons, Inc. for the 667-2 Septic System, Fish #083043. Unanimous.

The FY2021 Budget Revision #1 was approved by DHCD.

The Executive Director Contract between the Housing Authority Board and Leslie Lundstrom was executed. Nancy will obtain Christine Butler's signature so that it can be submitted to DHCD.

M/Davidson, S/Lafond. Motion to make Leslie Lundstrom a signatory on all East Bridgewater Housing Authority accounts at South Shore Bank and Bluestone Bank effective September 1, 2021.

Nancy noted that over 70 applications for the Administrative Assistant position had been received.

The 100 Prospect St. Window Lintel Project, Fish #083053, was completed. Applications for CSC, CFC, and Final Payment #4 for \$14,279.30 have been received.

M/Luddy-Ross, S/Lafond. Motion to approve the Contract for Substantial Completion for the 667-3 Lintel Project, Fish #083053 for Kenney Masonry, LLC. Unanimous.

M/Davidson, S/Luddy-Ross. Motion to approve the Contract for Final Completion for the 667-3 Lintel Project, Fish #083053 for Kenney Masonry, LLC. Unanimous.

M/Luddy-Ross, S/Lafond. Motion to approve the Final Payment, #4, for \$14,279.30 for Kenney Masonry, LLC for the 667-3 Lintel Project, Fish #083053. Unanimous.

The 100 Prospect Street Office Renovation, Fish #083054, was discussed. The job supervisor quit as did the plumber. Work is progressing slowly.

The Minutes of June 8, 2021 were discussed.

M/Lafond, S/Luddy-Ross. Motion to approve the Minutes of June 8, 2021 as presented. 3 ayes, 1 abstain

The Executive Director's Report for June, 2021 was presented. There were no apartment vacancies as of as of June 30, 2021 and one lease was signed in June. Wait list applicants as of July 1, 2021: 4719 family, 2373 elderly/handicapped, 6755 Champ total, 7092 our total. There were no credits issued. The opening for the Administrative Position was advertised on the East Bridgewater Housing website, the MassNAHRO website and in the Brockton Enterprise. Leslie attended several workshops during the month. Three were instructed by DHCD and Cybersense. On June 2, 2021 she took a refresher Excel class. On June 14, 2021 she took a Mail Merge with Champ class which was on merging CHAMP documents using excel and word programs to streamline the applicant paperwork process. She took a class on CHAMP list pulls on June 17, 2021 which taught complete instructions on pulling a list and following it through to

housing an applicant. On June 29, 2021 Leslie took a Financial Management course instructed by Theresa Ewald of Fenton, Ewald and Associates, PC. She spoke on how to prepare a budget, when the guidelines come out, and how the solar credits affect the budget. She also discussed income and expenses such as insurance, employee benefits, salaries, administrative expenses, non-routine maintenance as well as betterments and equipment. She also discussed the reserve amount to aim for. The office renovation is ongoing. Paradigm Energy Services began the LEAN lighting retrofit project for the 667 properties on July 6, 2021. They started with 667-1 and 667-2. The East Bridgewater Fire Dept. donated several boxes of hand sanitizer. Some was distributed to the Housing Authority residents.

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

The Check Register and Employee Earnings reports through July 13, 2021 were discussed.

M/Luddy-Ross, S/Lafond. Motion to approve the Check Register through July 13, 2021 as presented. Unanimous vote.

M/Davidson, S/Lafond. Motion to approve the Employee Earnings Record through July 13, 2021 as presented. Unanimous vote.


The Accountant's Report through May 31, 2021 was discussed.

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

M/Davidson, S/Luddy-Ross. Motion to adjourn the meeting at 9:30 a.m. Vote unanimous.



Nancy J. Morris, Executive Director

Attested 

Sandra M. Luddy-Ross
Temporary Clerk