



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES REGULAR MONTHLY MEETING February 14, 2025 11:30 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Friday, February 14, 2025, with said meeting called to order at 11:30 a.m. by Chair Christine Butler.

Board Members Present: Christine Butler Chair
Sandra Luddy-Ross Vice Chair, Treasurer
Brenda Kozuch Assistant Treasurer
Richard Eldredge, Jr. Member

Board Members Absent: Noreen Cahill Clerk

Others Present: Leslie Lundstrom Executive Director
Suzanne DeRienzo Administrative Assistant
Robert Wilson Maintenance Mechanic Laborer

Correspondence was read thanking all staff for what we do to help tenants' lives here be nicer.

Rob presented the maintenance report for January, 2025. 54 work orders were generated and 57 were completed. Burgess Pest Control applied bed bug treatments in units 5-6, 5-7 & 5-8 along with common hallways. Patriot Services unclogged the main drain at 100 Prospect Street. Robert Irvine & Sons replaced a zone valve in 101 and responded to a no heat call at 100 Prospect Street. An air conditioner issue started freezing the pipe in 104. William Hogan Electric installed a baseboard heat unit in 204.

M/Kozuch, S/Luddy-Ross. Motion to approve the Maintenance Report for January 2025 as presented. Unanimous vote.

#083061 - ARPA 667-1 Walkways – We are awaiting DeMelo Construction to complete a slope grade.

#083067 - ARPA 667-1 & 2 Fire System Upgrade – On January 14, 2025 Jeffrey Bagdasarian from GGD Consulting Engineers, Inc. visited Riddell Road to inspect the completed project. Jeffrey sampled 2 apartments in each building. A punch list was created of many issues needing attention. Leslie requested a full inspection of all units be inspected so that maintenance does not need to fix issues that had not been attended to when appropriate. The inspections and repairs will start on February 20, 2025 and hopefully be completed by February 24, 2025.

#083070 – 667-1 Window Replacement – There is nothing to report on this project this month.

#083072 – 667-3 Roof Replacement – Eugenio Fernandez, Studio Umbra has submitted design documents and are currently under review with EOHLC. A site meeting is scheduled on February 19, 2025.

#083076 – 667-2 Roll in Shower – A prebid conference was held on February 7, 2025. Two contractors were at the meeting along with Kate Ferreira, (RCAT), Joshua Lewis, RESCOM, Rob and Leslie. Bids are due February 14, 2025..

#083078 – 689 Door and Deck Replacement/Construction – Josh Lewis from RESCOM has been working with Kate Ferreira (RCAT) and Leslie on design of this project..

The Select Board from the town of East Bridgewater voted unanimously at their January 27, 2025 meeting to appoint Richard Eldredge, Jr. as a member of the Housing Authority Board of Commissioners for the period 1/27/25 – 5/17/25.

Leslie presented the Outdoor Property Policy for re-review. Brenda Kozuch felt that some of the wording should be changed in some areas, and Christine Butler asked Leslie to make sure there were no state mandates regarding gas grills on Housing Authority property. Leslie will consult with Driscoll & Driscoll, P.C. with these concerns. The Board agreed to table this policy until Leslie addresses the Boards concerns.

Leslie presented the Y/E 2025 Capital Improvement Plan Revision. EOHLC has approved two projects to be added to this plan. One for a mold remediation reimbursement and the other for common hallway cameras at our Riddell Road property.

Luddy-Ross, S/Kozuch. Motion to approve the Y/E 2025 Capital Improvement Plan Revision to include projects #083079 Unit Mold Remediation Reimbursement and #083080 Riddell Road Common Hallway Cameras, which was approved by EOHLC on January 13, 2025. Unanimous vote.

Leslie presented the Y/E 2026 Capital Needs Assessment Report and Capital Improvement Plan for approval.

M/Kozuch, S/Eldredge, Jr. Motion to approve the Y/E 2026 Capital Improvement Plan as presented. Unanimous vote.

Leslie presented the MassNAHRO conference agenda outlining a presentation on Hiring a New Executive Director. Leslie advised Board Members to let her know if they were interested in attending the 2025 Spring Conference.

Leslie asked for approval in putting an advertisement in the MassNAHRO Spring 2025 Conference Program Book for a cost of \$60.00.

M/Luddy-Ross, S/Kozuch. Motion to approve advertising in the MassNAHRO Spring 2025 Conference Program Book for a cost of \$60.00.

Leslie presented the East Bridgewater Housing Authority report for the 2024 Town of East Bridgewater Annual Report for approval.

M/Kozuch, S/Eldredge, Jr. Motion to approve the East Bridgewater Housing Authority report for the 2024 Town of East Bridgewater Annual Report. Unanimous vote.

Leslie presented two proposals for procurement of an Executive Director. One was from Atty. Patricia Grace and the other was from MassNAHRO. After much discussion the Board felt that to attain the best candidates for the position that an outside entity was needed.

M/Eldredge, Jr., S/Kozuch. Motion to hire an outside entity for the procurement of an Executive Director for the East Bridgewater Housing Authority. Unanimous vote.

M/Eldredge, Jr., S/Luddy-Ross. Motion to hire Atty. Patricia Grace for the procurement of an Executive Director. Unanimous vote.

The Minutes of December 3, 2024 were presented for approval. A temporary clerk is needed for this approval.

M/Luddy-Ross, S/Eldredge, Jr. Motion to appoint Brenda Kozuch as Temporary Clerk. Unanimous vote.

M/Kozuch, S/Luddy-Ross. Motion to approve the minutes of December 3, 2024. Unanimous vote.

The Minutes of January 14, 2025 and January 27, 2025 were presented for approval. The Board does not have a quorum to approve these minutes and these minutes will be tabled until the next Board meeting.

The Executive Director's Report for January 2025 was presented. Apartment vacancies as of January 31, 2025 – 2, new leases signed in January 2025 – 1. No credits were issued. Number of applicants on wait list as of January 31, 2025 – 20,373. Waitlist screening is ongoing. Robert Wilson, Leslie Lundstrom and Kate Ferreira (RCAT) met on January 3, 2025, to go over our Capital Improvement Plan for Y/E 2026 on January 3, 2025. Leslie met with Beth Thompson from Cybersense, virtually, on January 6, 2025, to work on our Y/E 2026 Annual Plan. Leslie attended Champ Training (virtually) on January 10, 2025, which discussed upcoming changes. Leslie met with a tenant and Cassidy Wiltshire from Driscoll & Driscoll, PC via telephone on January 15, 2025, to discuss a tenant's tenancy. Suzanne DeRienzo, Robert Wilson, Leslie and Ray from Hampden Technologies met on January 16, 2025, to set up online tax submissions. The East Bridgewater Building Dept. performed their yearly inspection at 34/44 Prospect Street on January 21, 2025, and issued a Certificate of Inspection. Annual inspections were performed at 100 Prospect Street on January 22, 2025.

M/Luddy-Ross, S/Eldredge, Jr. Motion to approve the Executive Directors report for January 2025, as presented. Unanimous vote.

The Check Register and Employee Earnings report through February 14, 2025, were presented.


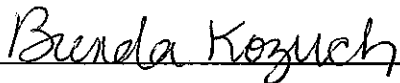
M/Kozuch, S/Luddy-Ross Motion to approve the Check Register through February 14, 2025, as presented. Unanimous vote.

M/Luddy-Ross, S/Kozuch. Motion to approve the Employee Earnings Record through February 14, 2025, as presented. Unanimous vote.

The Quarterly Operating Statement through December 31, 2024 was presented for review.

M/Luddy-Ross, S/Kozuch. Motion to acknowledge the Quarterly Operating Statement through December 31, 2024. Unanimous vote.

M/Eldredge, Jr., S/Kozuch. Motion to adjourn the meeting at 12:36 p.m. Vote unanimous.

 Attested 

Executive Director

Clerk