



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

Tel: (508) 378-3838  
Fax: (508) 378-3880

MINUTES  
REGULAR MONTHLY MEETING  
March 11, 2025  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, March 11, 2025, with said meeting called to order at 9:00 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  
                                  Noreen Cahill         Clerk

Board Members Absent:     None

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

No correspondence was received last month from tenants.

Rob presented the maintenance report for February, 2025. 36 work orders were generated and 42 were completed. Gem Plumbing replaced a head unit in a mini split in 65-3 and replaced freon in a mini split in 23-2. Dan Conway Construction replaced a front fascia board and reattached a gutter in building 23. Robert Irvine & Sons, Inc. replaced a zone valve in 210. D.J. Electric installed a pole and wired it for electricity for our impending security cameras at Prospect Street. P. E. Huntington installed strobes in apartments 105 and 205. Bob Graham Auto inspected our Ford F-250 truck and Baileys Auto inspected the Ford F-350 truck.

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

#083061 - ARPA 667-1 Walkways – Slope grade adjustment was completed and approved by Christopher Thomas, Architect for BSG Group on February 26, 2025.

#083067 - ARPA 667-1 & 2 Fire System Upgrade – On February 20, 2025 inspections were started on all Riddell Road apartments to check and repair any cosmetic repairs needed. Repairs were completed on February 24, 2025.

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

#083072 – 667-3 Roof Replacement – A meeting was held with Eugenio Fernandez, Designer from Studio Umbra and Erick Kuegler, Mechanical Engineer from Kuegler Associates on February 19, 2025 to look at the roof. We are still awaiting construction documents for this project.

#083076 – 667-2 Roll in Shower – Bids for this project were received by February 14, 2025. M.J. Connors was the lowest bidder with a bid of \$32,072.00. We have had M.J. Connors perform work at this Housing Authority numerous times and he does great work and is easy to work with. Reference checks were completed and Kate Ferreira, Project Manager, RCAT is recommending that we award the project to M.J. Connors.

**M/Luddy-Ross, S/Cahill.** Motion to approve awarding the #083076 - 667-2 Roll in Shower project to M.J. Connors with a bid of \$32,072.00. Unanimous vote.

#083078 – 689 Patio Construction – Josh Lewis from RESCOM submitted drawings for this project on February 26, 2025. Walter Curnow, Facilities Manager, BAMSI approved them on March 10, 2025. Josh Lewis submitted them to EOHLC and they were approved on March 10, 2025.

#083079 – Unit Remediation – A project has been created to reimburse the Housing Authority for monies spent remediating mold in one of our 667-1 development apartments. This funding will come from sustainability funding and will not impact our formula funding.

#083080 – Security Cameras, Riddell Road – A project has been created to install hallway cameras in all apartment buildings' common hallways at Riddell Road. These funds are coming out of special emergency funding provided by EOHLC and will not impact our formula funding. A fee proposal has been approved in the amount of \$13,880.85 for Rogue Engineering to design this project. Schematic design is due by April 6, 2025.

Leslie presented the Y/E 2026 Annual Plan for approval. Brenda Kozuch questioned what the recommendations on our Y/E 2024 PMR were and if they were put into place. Leslie told Brenda that she is sure they had been, but needed to go back to the Y/E 2024 PMR to see what was recommended as she did not have that information on hand. Leslie told Brenda that she would report to the Board at the next Board meeting with that information.

**M/Kozuch, S/Luddy-Ross.** – Motion to approve the Y/E 2026 Annual Plan. Unanimous vote.

Leslie presented the Outdoor Property Policy for re-review. Brenda Kozuch brought to the Directors attention that one of the paragraphs should be eliminated, as it was redundant. An error was made in not deleting the last paragraph, while editing.

**M/Luddy-Ross, S/Eldredge, Jr.** Motion to approve the Outdoor Property Policy with corrections as noted. Unanimous vote.

Leslie presented the Y/E 2028 #5001 CFA Amendment #12 in the amount of \$658,524.43.

**M/Cahill, S/Eldredge, Jr.** Motion to approve the Y/E 2028 #5001 CFA Amendment #12 in the amount of \$658,524.43. Unanimous vote.

Leslie presented the Department of Labor Standards minimum labor rates for the period April 1, 2025 through March 31, 2026. Anthony Gareri's hourly wage rate is .15 (fifteen) cents below the minimum hourly wage rate. Robert Wilson's hourly wage rate is .11 (eleven) cents below the minimum hourly wage rate, not including his Board Approved \$3.00 per hour over the minimum hourly wage rate in a supervisory capacity. Leslie told the Board she would like to give Anthony a .15 (fifteen) cent per hour raise effective April 1, 2025 and Robert an .11 (eleven) cent per hour raise effective April 1, 2025 and revisit all raises when the Y/E 2026 budget comes out in the fall. Brenda Kozuch asked Leslie how she determines raises. Leslie told her by performance and after consulting with the accountant. Brenda asked Leslie if she did yearly reviews. Leslie told her she did not. Brenda said it was standard practice to do regular reviews. Christine Butler asked if reviews were mandatory in state housing. Leslie told her they were not.

**M/Eldredge, Jr., S/Kozuch.** Motion to approve a 15 (fifteen) cent per hour raise for Anthony Gareri beginning April 1, 2025 to conform to the Labor and Industry minimum hourly wage rate. Unanimous vote.

**M/Cahill, S/Luddy-Ross.** Motion to approve an 11 (eleven) cent per hour raise for Robert Wilson beginning April 1, 2025 to conform to the Labor and Industry minimum hourly wage rate. Unanimous vote.

Christine Butler stated that herself and Sandra Luddy-Ross spoke with Atty. Patricia Grace on March 7, 2025 regarding the hiring of a new Executive Director. Atty. Grace told Christine and Sandra that she has advertised the position in ElMundo, The Patriot Ledger, The Brockton Enterprise, MassNAHRO and an online job search site. Christine stated that Atty. Grace told them she has interviewed a few candidates and that some are very promising. Atty. Grace told them that she would have two or perhaps three finalists for the Board to interview. Atty. Grace suggested that only two interviews be conducted at one meeting and that the Board may need to hold another meeting to interview a third if necessary. Atty. Grace will be present for the/these meeting/s. Atty. Grace also told them that the resumes would need to be posted for the tenants to see. Some Board members feel that the applicants might feel that their privacy would be compromised if the applicants information is made public. Sandra Luddy-Ross feels that we should forward this question to Atty. Grace as she knows the regulations pertaining to this process. The Board feels that if resumes need to be posted, perhaps personal information could be blackened out. Leslie told the Board that she would speak to Atty. Grace and let her know their concerns. Suzanne DeRienzo stated that she may be interested in applying for this position. Christine Butler advised her to submit her resume to Atty. Grace for consideration if she was interested in the position.

The Minutes of January 14, 2025 were presented for approval.

The Minutes of January 27, 2025 were presented for approval.

**M/Kozuch, S/Luddy-Ross.** Motion to approve the minutes of January 27, 2025. Unanimous vote.

The Minutes of February 14, 2025 were presented for approval. A temporary Clerk is needed for this meeting.

**M/Eldredge, Jr., S/Luddy-Ross.** Motion to appoint Brenda Kozuch as a temporary Clerk for the February 14, 2025 Board Meeting. Unanimous vote.

**M/Kozuch, S/Luddy-Ross.** Motion to approve the minutes of February 14, 2025. Unanimous vote.

The Executive Director's Report for February 2025 was presented. Apartment vacancies as of February 28, 2025 – 1, new leases signed in February 2025 – 1. No credits were issued. Number of applicants on wait list as of February 28, 2025 – 20,560. Waitlist screening is ongoing. The Housing Authority's Subsidy Agreement Renewal for YE 2030 was signed by Ben Stone, Undersecretary of Public Housing & Rental Assistance, which the Housing Authority Board approved at our November 12, 2024 meeting. Suzanne and Leslie attended a SMEDA meeting on February 12, 2025 held at Barretts Alehouse. ASG (applicant priority screening company) did a presentation on their process for screening applicants for priority status. It was a very informative meeting! We are in the process of all tenant annual recertifications.

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

The Check Register and Employee Earnings report through March 11, 2025, were presented.

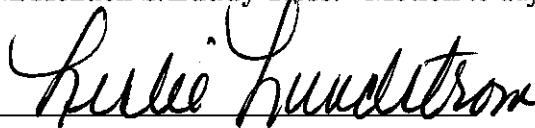
**M/Cahill, S/Kozuch.** Motion to approve the Check Register through March 11, 2025, as presented. Unanimous vote.

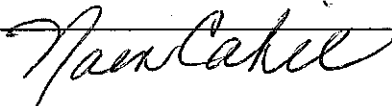
**M/Luddy-Ross, S/Cahill.** Motion to approve the Employee Earnings Record through March 11, 2025, as presented. Unanimous vote.

The Accountant's Report through January 31, 2025 was presented for review.

**M/Luddy-Ross, S/Cahill.** Motion to acknowledge the Accountant's Report through January 31, 2025. Unanimous vote.

**M/Kozuch S/Luddy-Ross.** Motion to adjourn the meeting at 9:53 a.m. Vote unanimous.

  
\_\_\_\_\_  
Executive Director

Attested   
\_\_\_\_\_  
Clerk