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EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET EAST BRIDGEWATER, MASSACHUSETTS 02333

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

MINUTES REGULAR MONTHLY MEETING June 11, 2024 9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, June 11, 2024 with said meeting called to order at 9:00 a.m. by Chairman Larry Davidson.

Board Members Present:

Larry Davidson

Chairman

Christine Butler

Co Chairman

Sandra Luddy-Ross Brenda Kozuch Treasurer Assistant Treasurer

Noreen Cahill

Clerk

Board Members Absent:

None

Others Present:

Leslie Lundstrom

Executive Director

Suzanne DeRienzo

Administrative Assistant

Robert Wilson

Maintenance Mechanic Laborer

Marilyn Buckley

Tenant

There was no correspondence received for the month of May.

Leslie presented the maintenance report for May 2024. 68 work orders were generated and 61 were completed. East Bridgewater DPW changed the water meter. Robert Irvine & Sons replaced a kitchen sink drain in 6-8 and a bathtub drain in 89-7. Patriot Services removed a clog in the main line leading to 64-7 & 64-8. Hometown Carpet cleaned carpet in 65-4. Flair Carpet replaced vinyl plank flooring in 65-4. Bruce McKean painted 65-4. Flair Carpet replaced vinyl plank flooring at 55 Prospect Street and Burgess Pest Control treated 209 for ants.

M/Luddy-Ross, S/Butler. Motion to approve the Maintenance Report for May 2024 as presented. Unanimous vote.

#083061 - ARPA 667-1 Walkways—EOHLC approved DeMelo Construction Services Corp. bid for \$109,200.00 on June 10, 2024. Next step will be contract signings.

#083067 - ARPA 667-1 & 2 Fire System Upgrade –We are awaiting a signature from EOHLC on this contract. Once received, we will schedule a pre-construction meeting.

#083070 – 667-1 Window Replacement – There is nothing to report on this project this month. Still awaiting word from Action, Inc. approving replacement of the remaining windows in our 667-1 development that have not already been replaced.

#083071 - Sustainability Refrigerator Award - The rebidding process has not started yet on this project.

#083072 – 667-3 Roof Replacement – EOHLC is awaiting schematic design submittal on this project from Studio-Umbra, our designer for this project.

#083075 – Sustainability 100 Prospect Street Office Air Source Heat Pumps – Advertisement to Bid went out on this project on May 29, 2024. A pre-bid walkthrough was conducted on June 5, 2024. Bids are due on June 14, 2024.

#083076 – 667-2 Roll in Shower – Reasonable Accommodation – EOHLC has awarded us \$32,479.00 for a roll in shower upgrade to one of our apartments. A CFA will follow for Board Approval.

Leslie discussed our current Grievance Panel. Marcia Weidenfeller, Grievance Officer and Steven Brown (alternate) appointments will expire on June 30, 2024. Both Marcia and Steven have expressed interest in remaining on our Grievance Panel. I will post their resumes and a copy of the grievance procedure on our website and on community boards for 30 days.

M/Luddy-Ross, S/Butler. Motion to approve posting Marcia Weidenfeller and Steven Brown's resumes and a copy of our grievance procedure on our website and on community boards for 30 days. Unanimous vote.

Requests for FY 2025 Proposals for Elevator Service, Extermination Service and Septic Pumping was discussed. As allowed, I did not go out to bid for Elevator Service and Septic Pumping as historically Claude DuBord & Sons and United Elevator has been our lowest bidder. The service with us has been great. I contacted both vendors and they both agreed to honor last years pricing as follows:

Claude DuBord - \$150.00 per thousand gallons - \$4800.00 per service United Elevator - \$265.00 monthly to include State yearly testing

M/Butler, S/Cahill. Motion to approve Claude DuBord & Sons for our Septic Pump service YE 2025 at \$150.00 per thousand gallons and United Elevator for our elevator maintenance service YE 2025 at \$265.00 monthly to include State yearly testing. Unanimous vote.

Pest Control Service YE 2025 -

Burgess Pest Control – Yearly Service - \$815.00 Beyond Pest Service - \$150.00 per month - \$1800.00 yr. Ehrlich Pest Mgt. – Yearly Service - \$3840.00

M/Luddy-Ross, S/Butler. Motion to approve Burgess Pest Control for our YE 2025 Pest Control Service - \$815.00. Unanimous vote.

Leslie presented the Board with the 2023 tenant surveys that were conducted by EOHLC. The Board felt that the survey was favorable and the response was impressive.

M/Luddy-Ross, S/Kozuch. Motion to acknowledge the 2023 tenant surveys results that were conducted by EOHLC. Unanimous vote.

Our current Fair Housing Plan, Language Access Plan and Reasonable Accommodation-Modification Policy was discussed. These plans are already in place.

M/Cahill, S/Kozuch. Motion to approve our current Fair Housing Plan, Language Access Plan and our Reasonable Accommodation-Modification Policy. Unanimous vote.

Our current Affirmative Action Goal Adoption Plan was discussed. Currently, we have a one in five minority placement rate.

M/Cahill, S/Kozuch. Motion to approve our current Affirmative Action Goal Adoption Plan with a one in five minority placement rate. Unanimous vote.

The minutes of April 9, 2024 were presented for approval.

M/Butler, S/Kozuch. Motion to approve the minutes of April 9, 2024. Unanimous vote.

The minutes of May 14, 2024 were presented for approval. A temporary Clerk is needed for approval of these minutes.

M/Kozuch, S/Butler. Motion to approve Brenda Kozuch as Temporary Clerk for the May 14, 2024 minutes. Unanimous vote.

M/Butler, S/Kozuch. Motion to approve the minutes of May 14, 2024. Unanimous vote.

The Executive Director's Report for May 2024 was presented. Apartment vacancies as of May 31, 2024 – 2, new leases signed in May 2024 – 0. No credits were issued. Number of applicants on wait list as of May 31, 2024 – 17,129. Waitlist screening is ongoing. On the evening of May 8, 2024 East Bridgewater Police were called to 100 Prospect Street regarding unauthorized persons on the property yelling and banging on ground floor windows. Leslie and Suzanne attended a CHAMP training on May 9, 2024. Topic was coming changes to CHAMP. Leslie said she is getting quotes to have a motion light installed in the front of the building. Christine Butler suggested posting no trespassing signs as well.

M/Luddy-Ross, S/Kozuch. Motion to approve the Executive Directors report for May 2024, as presented. Unanimous vote.

The Check Register and Employee Earnings report through June 11, 2024 were presented.

M/Cahill, S/Luddy-Ross. Motion to approve the Check Register through June 11, 2024 as presented. Unanimous vote.

M/Butler, S/Luddy-Ross. Motion to approve the Employee Earnings Record through June 11, 2024 as presented. Unanimous vote.

The Accountant's Report through April 30, 2024 was presented for review.

M/Luddy-Ross, S/Cahill. Motion to acknowledge the Accountant's Report through April 30, 2024. Unanimous vote.

M/Butler, S/Luddy-Ross. Motion to adjourn the meeting at 9:38 a.m. Vote unanimous.

Executive Director

Clerk

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