



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

Tel: (508) 378-3838

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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        Treasurer  
   Brenda Kozuch            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– EOHLIC 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 EOHLIC 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.



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.

*Leanne Kudatson* Attested \_\_\_\_\_  
Executive Director Clerk *Mahele*