



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES
REGULAR MONTHLY MEETING
December 10, 2024
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, December 10, 2024 with said meeting called to order at 9:00 a.m. by Chairperson Christine Butler.

Board Members Present: Christine Butler Vice Chairperson
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
Richard Eldredge Prospective Board Member

There was one piece of correspondence received. Leslie received an email from a member of our Regional Capital Assistance Team stating that she had spoken with a member from Action, Inc. who facilitated the installation of our ASHP's. In the email the Action, Inc. representative stated that Leslie and all the tenants were such a pleasure to work with and that the staff never felt so appreciated, which is not the norm according to the representative.

Rob presented the maintenance report for November 2024. 63 work orders were generated and 80 were completed. Claude Dubord & Sons pumped septic tanks at 667-1 only to accommodate Bridgewater Pump. Bridgewater Pump installed a new septic pump. Patriot Services unclogged kitchen sink in 88-8 and unclogged the main line in building 24. Mass Floor installed flooring in 53-1, 53-2, 77-6 and 88-3. Irving & Sons Plumbing replaced a zone valve in the Community Room at 100 Prospect Street and a zone valve at 65 along with a boiler clean out. United Elevator replaced a safety edge in the elevator at 100 Prospect Street. South Shore Generator inspected the generator at 100 Prospect Street and replaced the battery. Bob Graham Auto changed the oil in the Ford F-250 and Drinkwater Trailer Sales repaired the Ford F-350 plow.

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

#083061 - ARPA 667-1 Walkways – EOHLIC is processing paperwork in relation to change order #2. An additional railing will be installed.

#083067 - ARPA 667-1 & 2 Fire System Upgrade – Contractors are still working on the installation of this system. Starting the week of December 16, 2024 programming and pretesting will start along with the patching of holes in walls/ceilings.

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

#083072 – 667-3 Roof Replacement – Funding is in place for replacement of the entire roof. Tentative bidding should start sometime in January 2025. The physical work on this roof will most likely start in March or April of 2025.

#083076 – 667-2 Roll in Shower – Reasonable Accommodation – Due to asbestos being found in this bathroom, abating is necessary. The whole bathroom will be abated, with the exception of the sink and toilet, if possible. EOHLIC has agreed to an increase in funding with an estimate of \$37,000.

#083078 – 689 Door and Deck Replacement/Construction – RESCOM, Inc., Architects, has submitted a fee proposal in the amount of \$12,500 for this project. This proposal has been submitted to EOHLIC for approval.

Due to the resignation of Larry Davidson from the Housing Authority's Board, a position has opened up. Richard Eldredge is interested in the position of interim Board Member. The Board interviewed Mr. Eldredge at this meeting. Christine Butler did not have any questions of Mr. Eldredge as she is well aware of Mr. Eldredge's character and feels he would make a wonderful Board member. Brenda Kozuch asked Mr. Eldredge why he is interested in this position. Mr. Eldredge stated that he has lived in East Bridgewater off and on for years and is presently. He said he cares about the town and its citizens. Brenda asked Mr. Eldredge if he is aware that training is required for Board members. Mr. Eldredge stated that he has no problem with the training involved in this position. Mr. Eldredge went on to say that he has no professional training in this position, but has a lot of life experience and has a good prism of what people are going through which enables his understanding of different situations. He feels that his understanding would benefit this position.

M/Luddy-Ross, S/Cahill. Motion to recommend Richard Eldredge as interim Board Member of the East Bridgewater Housing Authority to the Select Board of the Town of East Bridgewater. Unanimous vote.

The current contract for plumbing and heating services with Robert W. Irvine & Sons, Inc. will end on January 15, 2025. Robert W. Irvine & Sons, Inc. is willing to extend their contract with us until January 15, 2026 at the same rate of \$170.00 per hour for regular hours and \$256.00 per hour for overtime hours. This would alleviate having to go out to bid, and acknowledging that Robert W. Irvine & Sons, Inc. is a great company to work with.

M/Cahill, S/Kozuch. Motion to approve the extension of the Plumbing and Heating Contract with Robert W. Irvine & Sons, Inc. until January 15, 2026 at the current rate of \$170.00 per hour, regular time and \$256.00 per hour for overtime hours. Unanimous vote.

The minutes of November 12, 2024, were presented.

M/Kozuch, S/Cahill. Motion to approve the minutes of November 12, 2024. Unanimous vote.

The minutes of December 3, 2024 were presented.

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

The Executive Director's Report for November 2024 was presented. Apartment vacancies as of November 30, 2024 – 5, new leases signed in November 2024 – 0. No credits were issued. Number of applicants on wait list as of November 30, 2024 – 19,518. Waitlist screening is ongoing. Annual Inspections were performed at our 667-2 property on November 13, 2024. Leslie spoke with Atty. Cassidy Wiltshire from Driscoll & Driscoll PC on November 25, 2024 regarding the creation of an Outdoor Property policy.

M/Cahill, S/Kozuch. Motion to approve the Executive Directors report for November 2024, as presented. Unanimous vote.

The Check Register and Employee Earnings report through December 10, 2024, were presented.

M/Luddy-Ross, S/Kozuch Motion to approve the Check Register through December 10, 2024, as presented. Unanimous vote.

M/Kozuch, S/Cahill. Motion to approve the Employee Earnings Record through December 10, 2024, as presented. Unanimous vote.

The Accountant's Report through October 31, 2024, was presented for review.

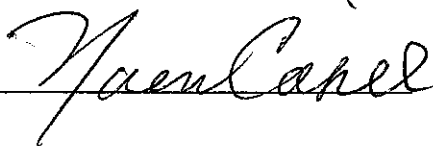
M/Cahill, S/Luddy-Ross. Motion to acknowledge the Accountant's Report through October 31, 2024. Unanimous vote.

M/Luddy-Ross, S/Kozuch. Motion to adjourn the meeting at 9:41 a.m. Vote unanimous.



Executive Director

Attested



Clerk