



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

Tel: (508) 378-3838
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MINUTES
REGULAR MONTHLY MEETING
October 8, 2024
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, October 8, 2024 with said meeting called to order at 9:00 a.m. by Chairman Larry Davidson.

Board Members Present: Larry Davidson Chairman
 Sandra Luddy-Ross Treasurer
 Brenda Kozuch Assistant Treasurer
 Noreen Cahill Clerk

Board Members Absent: Christine Butler Co Chairman

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

There was one piece of correspondence received. A tenant thanked Leslie and staff for taking such good care of the Housing Authority tenants. She said that she appreciated all the improvements we have been making.

Rob presented the maintenance report for September 2024. 73 work orders were generated and 67 were completed. GEM Heating and Air repaired a leaking mini split in 5-2. William Hogan Electric replaced a thermostat in 5-1. Hometown Carpet cleaned carpets in 23-7 and 64-7. Flair Carpet installed vinyl plank flooring in 65-2, 65-4 and 88-8. No vendors were used for Prospect Street for the month of September.

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

#083061 - ARPA 667-1 Walkways – Concrete and asphalt work has started on this project. A Change Order has been requested and approved by Christopher Thomas, Engineer at BSC Group for an extension of completion date. The new completion date requested is October 25, 2024, due to time lost because of project shut down due to conflict with the ongoing Fire Alarm Project.

M/Kozuch, S/Luddy-Ross. Motion to approve Change Order requesting October 25, 2024, as completion date for project #083061 ARPA 667-1 Walkways project. Unanimous vote.

#083067 - ARPA 667-1 & 2 Fire System Upgrade – This project is ongoing. Asbestos abatement has started as well as rough wiring of units.

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

#083071 – Sustainability Refrigerator Award – Refrigerators have been ordered and are due to be installed November 7th, 8th and 15th 2024.

#083072 – 667-3 Roof Replacement – This project is currently in review with EOHLIC.

#083075 – Sustainability 100 Prospect Street Office Air Source Heat Pumps – An award letter has been received for FY25 Sustainability Initiative for Energy Conservation in the amount of \$29,187.00. This project has been completed. A Board vote is needed for Substantial and Final Completion and permission to request admin fee up to, but not to exceed 10% of the original construction contract amount.

M/Cahill, S/Luddy-Ross. Motion to approve Substantial and Final Completion and permission to request admin fee up to, but not to exceed 10% of the original construction contract amount for project #083075 Sustainability 100 Prospect Street Office Air Source Heat Pumps. Unanimous vote.

#083076 – 667-2 Roll in Shower – Reasonable Accommodation – The architectural drawings are almost complete. Green Environmental will do asbestos testing on October 9, 2024. After testing is done and results have been submitted, Josh Lewis from RESCOM Architectural, Inc. will submit drawings to EOHLIC for review.

Leslie presented the current Fire Evacuation Policy for 100 Prospect Street for review. The policy had incorrect information and needed updating. Changes include annual fire drills, which tenants will not be informed of prior and semi-annual fire alarm testing.

M/Cahill, S/Luddy-Ross. Motion to amend and approve the Fire Evacuation Policy for 100 Prospect Street. Unanimous vote.

Leslie discussed reorganizing the Board at our November 2024 meeting, if we have a full Board. The Board was in agreement.

Leslie presented the YE 6/24 Performance Management Review. There were no findings.

M/Cahill, S/Kozuch. Motion to accept the YE 6/24 Performance Management Review. Unanimous vote.

The minutes of September 11, 2024, were presented. A Temporary Clerk is needed for approval of these minutes.

M/Luddy-Ross, S/Kozuch. Motion to approve Brenda Kozuch as Temporary Clerk for the Minutes of September 11, 2024. Unanimous vote.

M/Kozuch/S/Luddy-Ross. Motion to approve the minutes of September 11, 2024. Unanimous vote.

The Executive Director's Report for September 2024 was presented. Apartment vacancies as of September 30, 2024 – 3, new leases signed in September 2024 – 1. No credits were issued. Number of applicants on wait list as of September 30, 2024 – 18,734. Waitlist screening is ongoing. Leslie and Brenda attended the MassNahro Annual Conference on September 9, 2024. Leslie attended the Opening Plenary Session with EOHLC Updates, Capital Updates, Preventing Burnout and Mental Health Conditions – Managing All Needs in Today's Climate. Inspections were performed at our 667-1 Development on September 18, 2024. Leslie and Rob met with Todd Lawson our Facility Management Specialists on September 20, 2024, to discuss our upcoming PMR requirements. Bob Hill from PHA Network trained Leslie and Suzanne on the updated computer software for tenant program on September 25, 2024. Kim Gomez our Housing Management Specialists and Todd Lawson our Facilities Management Specialists met with staff on September 30, 2024, for our Performance Management Review. EOHLC has approved our Annual Plan for year-end, 2025.

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

The Check Register and Employee Earnings report through October 8, 2024, were presented.

M/Kozuch, S/Cahill. Motion to approve the Check Register through October 8, 2024, as presented. Unanimous vote.

M/Luddy-Ross, S/Cahill. Motion to approve the Employee Earnings Record through October 8, 2024, as presented. Unanimous vote.

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

M/Kozuch, S/Cahill. Motion to acknowledge the accountants report through August 31, 2024. Unanimous vote.

M/Kozuch, S/Luddy-Ross. Motion to adjourn the meeting at 9:27 a.m. Vote unanimous.



Executive Director

Attested

Clerk

