



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES
REGULAR MONTHLY MEETING
November 12, 2024
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, November 12, 2024 with said meeting called to order at 9:00 a.m. by Vice 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

There were two pieces of correspondence received. A tenant thanked Rob and Tony for all the work they do, and for their smiling faces. A tenant wanted Leslie to know how much she appreciated all that she does for the Housing Authority and the tenants.

Rob presented the maintenance report for October 2024. 53 work orders were generated and 60 were completed. Mass Floors replaced a bathroom floor in 65-2. William Hogan Electric trouble shot electric issue in 5-3 - it was discovered that another contractor performing work for another project inadvertently cut a wire. William Hogan Electric also replaced a thermostat in 6-5, replaced emergency lighting in the community room and repaired/replaced a burnt antennae wire in the attic of building 5. Bridgewater Pump replaced a circuit for our septic system blower and they will be back to replace a pump. Bruce McKean painted 77-6 and 88-3. Patriot Services cleared a clog in a tub drain in 77-3 and 77-4. Conway Home Remodeling repaired a door at 44. United Elevator replaced the safety edge. Bob Graham Auto performed inspection to the Ford F-250.

M/Cahill, S/Kozuch. Motion to approve the Maintenance Report for October 2024 as presented. Unanimous vote.

#083061 - ARPA 667-1 Walkways – A site meeting was held on October 23, 2024. A small punch list was made, all completed with the exception of grass replanting and grading one of the slopes.

M/Kozuch, S/Luddy-Ross. Motion to approve substantial and final completion pending approval from the engineer to include requisitioning admin fee in an amount not to exceed 10% of the original construction contract. Unanimous vote.

#083067 - ARPA 667-1 & 2 Fire System Upgrade -- Rough wiring in all apartments has been completed and wiring has started in the 667-2 development. The project manager from Brite-Lite has been in touch with Peter Huntington Electric (our Fire system monitoring company) to discuss adding the new system to Alarm Central through Peter Huntington Electric.

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

#083071 – Sustainability Refrigerator Award – Refrigerators for 667-3 were delivered on November 7, 2024 at 100 Prospect Street and at Riddell Road 667-2 Development on November 8, 2024. 667-1 development at Riddell Road will be delivered on November 15, 2024.

M/Cabill, S/Luddy-Ross. Motion to approve substantial and final completion pending approval of RCAT, Kate Ferreira to include requisitioning admin fee in an amount not to exceed 10% of the original construction contract. Unanimous vote.

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

#083076 – 667-2 Roll in Shower – Reasonable Accommodation – Asbestos inspection was done and tested positive. We are awaiting a cost estimate for the abatement. Additional funding will be requested from EOHLIC.

#083078 – 689 Door and Deck Replacement/Construction – A Scope of Services has been created for this project. RESCOM has submitted a fee of 12,000 for this project.

Leslie presented EOHLIC's Subsidy Agreement Renewal that will be in effect from July 1, 2025 until June 30, 2030.

M/Luddy-Ross, S/Kozuch. Motion to approve EOHLIC's Subsidy Agreement Renewal that will be in effect from July 1, 2025 until June 30, 2030. Unanimous vote.

Leslie presented a Standard Usage Agreement from PHAnetwork.com effective January 1, 2025 that will be effective for a period of 12 consecutive calendar months at a monthly software subscription rate of \$322.00.

M/Kozuch, S/Luddy-Ross. Motion to approve the Standard Usage Agreement for PHAnetwork.com effective January 1, 2025 that will be effective for a period of 12 consecutive calendar months at a monthly software subscription rate of \$322.00. Unanimous vote.

Board Reorganization was discussed. Larry Davidson is no longer on the Board and the seat he had is now vacant. Sandra Luddy-Ross stated that if Christine Butler would agree to the role of Chairperson, if agreed by the Board, that she would be willing to assume the role of Vice Chairperson and Treasurer. Sandra thought that the officers now in position could remain in

those positions if agreed upon by Board members. Brenda asked if the Town of East Bridgewater could advertise our vacant seat. Sandra responded that it may be an option if we could not fill the seat in a timely manner. The Board will reach out to community members that they feel would be a good fit for the Board and see if there is any interest.

M/Kozuch. S/Luddy-Ross. Motion to approve Christine Butler as Chairperson. Unanimous vote.

M/Kozuch. S/Cahill. Motion to approve Sandra Luddy-Ross as Vice Chairperson and Treasurer. Unanimous vote.

M/Luddy-Ross. S/Cahill. Motion to approve Brenda Kozuch as Assistant Treasurer. Unanimous vote.

M/Luddy-Ross. S/Kozuch. Motion to approve Noreen Cahill as Clerk. Unanimous vote.

The three magnolia trees at 100 Prospect Street were discussed. They developed scale last summer. Suzanne outreached to several arborists. Three of them got back to us and two deemed them dead and could not be revived. One said that they could try and revive them for \$550.00, but there would be no guarantee that they could be saved. It was decided that we would cut down the trees, have them stump ground and perhaps plant another tree in the spring.

The minutes of October 8, 2024, were presented.

M/Cahill, S/Kozuch. Motion to approve the minutes of October 8, 2024. Unanimous vote.

The Executive Director's Report for October 2024 was presented. Apartment vacancies as of October 31, 2024 – 5, new leases signed in October 2024 – 0. No credits were issued. Number of applicants on wait list as of October 31, 2024 – 19,173. Waitlist screening is ongoing. The operating budget for YE2025 for our 4001 and 689 programs have been approved by EOHLC. Leslie and Suzanne met with Amy Pecor from 24 Restore on October 2, 2024 to discuss their restoration services.

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

The Check Register and Employee Earnings report through November 12, 2024, were presented.

M/Cahill, S/Luddy-Ross. Motion to approve the Check Register through November 12, 2024, as presented. Unanimous vote.

M/Kozuch, S/Cahill. Motion to approve the Employee Earnings Record through November 12, 2024, as presented. Unanimous vote.

The Accountant's Quarterly Operating Statement through September 30, 2024, was presented for review.

M/Luddy-Ross, S/Kozuch. Motion to acknowledge the Accountant's Quarterly Operating Statement through September 30, 2024. Unanimous vote.

M/Kozuch, S/Cahill. Motion to adjourn the meeting at 9:44 a.m. Vote unanimous.

Debra Lundstrom Attested *Janet Coker*
Executive Director Clerk