



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES REGULAR MONTHLY MEETING

April 9, 2024

9:00 A.M.

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

Board Members Present: Christine Butler Co Chairman
 Sandra Luddy-Ross Treasurer
 Brenda Kozuch Assistant Treasurer
 Noreen Cahill Clerk

Board Members Absent: Larry Davidson Chairman

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

No correspondence was received.

Rob presented the maintenance report for March 2024. 46 work orders were generated and 44 were completed. Robert Irvine & Sons installed a hot water heater in 76-B side. William Hogan Electric replaced wiring for the new hot water heater in 76-B side. Robert Irvine & Sons inspected the boiler at 34/44 Prospect Street. Hometown carpet cleaned carpeting in 108. Patriot services removed a clog in the laundry room drains at 100 Prospect Street. Maxi Clean made a flooring repair in 102.

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

#083060 - ARPA 689 Fire Alarm System Upgrade– William Hogan Electric is finished with the install of this project. Panel testing was done on March 13, 2024. Additional testing is needed.

#083061 - ARPA 667-1 Walkways– A pre bid construction meeting was held on April 3, 2024. Bids for this project are due on April 18, 2024.

#083067 - ARPA 667-1 & 2 Fire System Upgrade – A pre bid conference was held on March 27, 2024. Bids are due April 10, 2024.

#083069 - 667-1 Exterior Balcony & Stairwells Painting– There is nothing new to report on this project.

#083070 – 667-1 Window Replacement – Rob, myself, Brian Blanchard from Advanced Windows along with Kate Ferreira from our RCAT team met on March 28, 2024. Measurements were performed. We are holding off on EOHLC's plan to replace the remaining windows that do not qualify for replacement from Action Inc. at this time. Brian believes that within the next few months, the remaining windows will be eligible for replacement through Action, Inc.

#083071 – Sustainability Refrigerator Award – This project is moving forward. We need a vote to dispose of old refrigerators, once new refrigerators are installed.

M/Cahill, S/Luddy-Ross. Motion to dispose of old refrigerators, once new refrigerators are installed. Unanimous vote.

#083072 – 667-3 Roof Replacement – Asbestos testing was done on the inside walls where water damage is as well as the roof on March 28, 2024 by EUC Environmental. There was no asbestos found in the inside walls, but it was found on the roof itself.

#083075 – Sustainability 100 Prospect Street Office Air Source Heat Pumps – Luiz Oliva from Rogue Engineering met with Rob, myself and Kate from our RCAT team to look at the building and perform measurements.

Leslie discussed Christine Butlers' state appointed position on the Board expires on July 15, 2024. Christine has submitted a letter of interest to remain on the Board. I will submit this letter to Kim Gomez who will contact the appropriate parties at EOHLC.

Leslie discussed the new Labor and Industry wage rate changes that were effective April 1, 2024. Tony's position as Maintenance Custodian Laborer has increased 75 cents to \$29.94 per hour. Robert Wilson's position as Maintenance Mechanic/Laborer has increased to \$32.67, an increase of \$1.00 per hour. Rob's total wage per hour is \$35.67, which includes the prior \$3.00 Board approved increase for Supervisory duties.

M/Luddy-Ross, S/Kozuch. Motion to approve the new Labor and Industry rate for Anthony Gareri, our Maintenance Custodian Laborer in the amount of \$29.94 per hour. Unanimous vote.

M/Luddy-Ross, S/Cahill. Motion to approve the new Labor and Industry rate for Robert Wilson our Maintenance Mechanic/Laborer in the amount of \$32.67 per hour. Rob is also paid an additional \$3.00 per hour for his Supervisory duties. Total hourly wage is \$35.67 per hour. Unanimous vote.

Leslie discussed changing Docusign responsibilities to herself after Board vote for anything that currently needs signing by the Chairman in relation to EOHLC documents. Oftentimes the Chairman is away, and it is cumbersome for him to sign while away. Christine thought that it would a better idea to have herself sign such documents as she has done in the past.

M/Luddy-Ross, S/Cahill. Motion to approve Christine Butler, Co Chair to sign Docusign documents in relation to EOHLC documents. Unanimous vote.

The minutes for December 12, 2023 were presented for approval. We will need a temporary clerk to approve these minutes.

M/Luddy-Ross, S/Cahill. Motion to approve Brenda Kozuch as Temporary Clerk for the December 12, 2023 minutes. Unanimous vote.

M/Kozuch, S/Luddy-Ross. Motion to approve the minutes of December 12, 2023. Unanimous vote.

The minutes of March 12, 2024 were presented for approval.

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

The Executive Director's Report for March 2024 was presented. Apartment vacancies as of March 31, 2024 – 3, new leases signed in March 2024 – 1. No credits were issued. Number of applicants on wait list as of March 31, 2024 – 16,154. Waitlist screening is ongoing. The annual recertification of all of our tenants has been completed. April rent roll - \$68,566.00, May rent roll - 71,078.00. Difference - \$2512.00. Leslie attended a virtual meeting with Juliet Borja, Architect EOHLIC; Cynthia Peirce Barney, Project Manager EOHLIC and Eugenio Fernandez, Designer Umbra Studio on March 6, 2024, to discuss 100 Prospect Street roof replacement. Rob and Leslie met with Kate Ferreira our RCAT to discuss window replacement at our 667-1 property. Leslie attended a pre-bid walkthrough meeting with Jeff Bagdasarian from GGD on March 27, 2024 for our Fire System Replacement at Riddell Road. Rob attended a Mahams Training Seminar on March 27, 2024. Adam Hartnett, Jared Saunders & Ethan Fisher from the Dept. of Labor Standards discussed Asbestos, Common Findings in Housing Authorities & Public Sector Consultation. BluSky's seminar discussed Water Damage, Mold, Asbestos Sampling, Fire-Soot- Smoke and Reconstruction. Rob also attended Kristen Noone's Growth Mindset – Improving our Interactions. Leslie, Rob, Kate Ferreira and Brian Blanchard from Advanced Windows attended a meeting at Riddell Road to discuss window replacement of our 667-1 property.

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

The Check Register and Employee Earnings report through April 9, 2024 were presented.

M/Kozuch, S/Luddy-Ross. Motion to approve the Check Register through April 9, 2024 as presented. Unanimous vote.

M/Cahill, S/Kozuch. Motion to approve the Employee Earnings Record through April 9, 2024 as presented. Unanimous vote.

The Accountant's Report through February 29, 2024 was presented.

M/Cahill, S/Luddy-Ross. Motion to acknowledge the Accountant's Report through February 29, 2024. Unanimous vote.

M/Cahill, S/Luddy-Ross. Motion to adjourn the meeting at 9:20 a.m. Vote unanimous.

Becki Lundstrom Attested _____
Executive Director Clerk *M Cahill*