



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

Tel: (508) 378-3838

Fax: (508) 378-3880

MINUTES REGULAR MONTHLY MEETING

May 14, 2024

9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, May 14, 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
	Brenda Kozuch	Assistant Treasurer

Board Members Absent:	Sandra Luddy-Ross	Treasurer
	Noreen Cahill	Clerk

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

One piece of correspondence was read from a tenant complimenting on the great job maintenance did with her work orders.

Rob presented the maintenance report for April 2024. 34 work orders were generated and 44 were completed. Patriot Services unclogged a bathtub drain at 76-2. Robert Irvine & Sons repaired a drain stack at 6-6. Johnson Controls replaced a heat sensor in building 88. Burgess Pest Control did an inspection in 45 regarding the tenant hearing something in her walls. They also sprayed and set traps for ants in 209. A 100 Prospect Street window sash needed replacing. Vendor used for window – College Town Glass. Robert Irvine & Sons repaired a leaking pipe in the wall at 201 and replaced a zone valve in 206. Flair Carpet tried to repair floor in 102. Continental Flooring made a repair to the floor at 100 Prospect Street second floor hallway. Bailey's Truck Repair changed the oil, did a tire rotation and inspected the 2017 F-350 truck.

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

#083060 - ARPA 689 Fire Alarm System Upgrade– Board Approval is needed for Change Order #1 for \$1977.00. Alarm was installed in an area that interfered with a shower drip pan. The alarm was moved and reinstalled. This change order covers costs associated with repair of alarm and reprogramming.

M/Kozuch, S/Butler. Motion to accept and approve Change order # 1 for \$1977.00 for #083060 ARPA 689 Fire Alarm System Upgrade. Unanimous vote.

#083061 - ARPA 667-1 Walkways-- Bids were received for this project. The lowest bidder is DeMelo Construction Services Corp. for \$89,300.00 for replacement of primary walkways – Alternate #1 - \$19,900.00 to include walkways off the primary sidewalk route. Total for project including Alternate #1 - \$109,200. A vote is needed to accept this bid.

M/Butler, S/Kozuch. Motion to accept and approve DeMelo Construction Services Corp. bid for \$109,200.00 for project #083061 667-1 Walkway Replacement 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 –Bids were received for this project. The lowest bidder is Brite-Lite Electrical Co., Inc. for \$883,650.00. A vote is needed to accept this bid.

M/Butler, S/Kozuch. Motion to accept and approve Brite-Lite Electrical Co., Inc. bid for \$883,650.00 for project #083067 667-1 & 2 Fire System Upgrade to include requisitioning admin. fee in an amount not to exceed 10% of the original construction contract. Unanimous vote.

#083069 - 667-1 Exterior Balcony & Stairwells Painting– There is not enough available funding to move this project forward right now. Cynthia Peirce-Barney, our project manager, feels we should re-evaluate in Spring of 2025.

#083070 – 667-1 Window Replacement – First phase of window replacement has been completed through Action, Inc. Action, Inc. is hoping funding will come through in the next 6 months to replace the newer windows in 667-1 that were not eligible for replacement in the first phase. Having them replaced through Action, Inc. will free up funding in place for our current window project through EOHLIC.

#083071 – Sustainability Refrigerator Award – Bidding on this project was due May 10, 2024. The bids came in but there was much confusion with the bidders regarding the bid form. I believe we will rebid this project.

#083072 – 667-3 Roof Replacement –On May 10, 2024 Eugenio Fernandez, from Studio Umbra visited 100 Prospect Street with a drone to compile more information for this project

#083075 – Sustainability 100 Prospect Street Office Air Source Heat Pumps – Luiz Oliva from Rogue Engineering is in the process of starting the bid process. Unfortunately, we are still waiting for the green light on the budget award from EOHLIC. There have been some recent computer glitches in relation to this project.

#083076 – 667-2 Roll in Shower – Reasonable Accommodation – EOHLIC has approved and assigned a fish number to create a project to install a roll in shower for one of our handicapped units at Riddell Road as a reasonable accommodation request.

Leslie presented CFA 5001 YE 2027 Amendment #11 for \$379,177.00 for approval.

M/Kozuch, S/Butler. Motion to approve CFA 5001 YE 2027 Amendment #11 for \$379,177.00 Unanimous vote.

The minutes of April 9, 2024 were presented for approval. Due to the lack of a quorum, we will table these minutes until next month.

The Executive Director's Report for April 2024 was presented. Apartment vacancies as of April 30, 2024 – 1, new leases signed in April 2024 – 2. No credits were issued. Number of applicants on wait list as of April 30, 2024 – 16,716. Waitlist screening is ongoing. Leslie and Rob along with Kate Ferreira and Luis Oliva from Rogue Engineering met at 100 Prospect Street to discuss air source heat pump installation in our 100 Prospect Street office. Inspections were performed at our 34/44 Prospect Street and family tenant apartments on April 10, 2024. Bob from Hampton Technologies met with Leslie and Suzanne on April 11, 2024 for program training for their new accounting upgrade. Leslie and Suzanne attended a SMEDA meeting on April 17, 2024 at Barrett's Alehouse in West Bridgewater. Topic was discrimination presented by a representative from the Massachusetts Commission Against Discrimination. The East Bridgewater Fire Department checked all keys in Fire Department Lock Boxes to tenants locks on April 29th and 30th, 2024 at our Riddell Road property. Advanced Windows started our replacement project of our original windows at our 667-1 property.

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

The Check Register and Employee Earnings report through May 14, 2024 were presented.

M/Butler, S/Kozuch. Motion to approve the Check Register through May 14, 2024 as presented. Unanimous vote.

M/Kozuch, S/Butler. Motion to approve the Employee Earnings Record through May 14, 2024 as presented. Unanimous vote.

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

M/Butler, S/Kozuch. Motion to acknowledge the Accountant's Report through March 31, 2024. Unanimous vote.

The Accountant's Quarterly Operating Statement was presented for review through March, 31, 2024.

M/Kozuch, S/Butler. Motion to acknowledge the Accountant's Quarterly Operating Statement through March 31, 2024. Unanimous vote.

M/Butler, S/Kozuch. Motion to adjourn the meeting at 9:32 a.m. Vote unanimous.

Sellei Lundstrom

Executive Director

Attested

Brenda Koyuk

Temporary Clerk