



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES REGULAR MONTHLY MEETING

July 9, 2024

9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, July 9, 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
 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 was one correspondence received from a tenant thanking Leslie for taking care of all tenants and their homes.

Rob presented the maintenance report for June 2024. 48 work orders were generated and 48 were completed. Robert Irvine & Sons installed a wall drain in the bathroom at 64-8. GEM Plumbing repaired a condensation drain leak for an Air Source Heat Pump. Flair Carpet replaced carpeting with glue down vinyl plank flooring in 65-4. Bruce McKean painted 76-4. Hometown Carpet shampooed rug in 65-4. Johnson Controls replaced a smoke detector in 52-1. Patriot Services water jetted 100 Prospect Street Septic lines. Mass Floors repaired floor in 102. Huntington Electric did their semi- annual alarm testing at 100 Prospect Street and 34/44 Prospect Street. South Shore Generator performed their yearly generator testing at 100 Prospect Street. Dan Conway repaired a soffit at 34/44 Prospect Street.

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

#083061 - ARPA 667-1 Walkways– We have signed a contract with DeMelo Construction Services Corp. for this project. We are awaiting final approval from E.O.H.L.C.

#083067 - ARPA 667-1 & 2 Fire System Upgrade –A CFA 5001 Amendment #11 was created to increase funding for this project. Christine has signed this paperwork. I will need Board approval for the CFA and then E.O.H.L.C. will give the final approval for this contract.

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

#083071 – Sustainability Refrigerator Award – This project was put back out to bid on July 8, 2024. A Pre-Bid conference is scheduled for July 16, 2024 and bids are due on July 30, 2024

#083072 – 667-3 Roof Replacement – Studio-Umbra, our designer for this project, has finalized drawings and has submitted them for pricing. Once that is complete, they will submit those figures to E.O.H.L.C.

#083075 – Sustainability 100 Prospect Street Office Air Source Heat Pumps –Bids were received for this project with Madeira Construction being the lowest bidder at \$26,500.00. The designer has reviewed the qualifications of Madeira and is recommending acceptance of their bid.

M/Luddy-Ross, S/Butler. Motion to approve Madeira Construction the contract for #083075 – Sustainability 100 Prospect Street Office Air Source Heat Pumps in the amount of \$26,500.00. Unanimous vote.

#083076 – 667-2 Roll in Shower – Reasonable Accommodation – I have outreached to two contractors for informational pricing for this project and have submitted the figures to Kate Ferreira my RCAT advisor. She will proceed with the management of this project.

Leslie presented the July 1, 2023 - 689 Lease & Management Contract Addendum signed by all parties for our 34/44 property. This Addendum was held up due to lack of signature from Department of Developmental Services. The Addendum increased their monthly rent to \$2644.00.

M/Kozuch, S/Cahill. Motion to approve the July 1, 2023 - 689 Lease & Management Contract Addendum, increasing the monthly rent to \$2644.00. Unanimous vote.

Leslie presented Amendment #11 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$1,158,238.00 for approval.

M/Kozuch, S/Luddy-Ross. Motion to approve Amendment #11 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$1,158,238.00. Unanimous vote.

Leslie discussed placing an advertisement in the MassNahro Annual Conference Book in the amount of \$60.00.

M/Butler, S/Cahill. Motion to approve placing an advertisement in the MassNahro Annual Conference Book in the amount of \$60.00. Unanimous vote.

Appointments to the Grievance Panel were discussed. The resumes for the Grievance Officer and Alternate, Marcia Weidenfeller and Steven Brown, have been posted for 29 days with no comments.

M/Butler, S/Luddy-Ross. Motion to appoint Marcia Weidenfeller as Grievance Panel Officer and Steven Brown as the Grievance Panel Alternate for the East Bridgewater Housing Authority for a period of five (5) years, ending June 30, 2029, pending no comments as of the required 30 day posting ending July 10, 2024. Unanimous vote.

Leslie discussed permission to present a check in the amount of \$250.00 to one of our tenants who has created and maintains a beautiful garden at 100 Prospect Street and to another tenant at Riddell Road who unlocks and locks the Community Building at Riddell Road when staff is not on the property. Both of these tenants happily donate their time for the beauty and convenience of the Housing Authority.

M/Kozuch, S/Cahill. Motion to approve presenting a check for \$250.00 each to two tenants that donate their time to benefit the Housing Authority and residents. Unanimous vote.

The YE 2024 Wage Match Compliance & Certification was presented to the Board for approval.

M/Butler, S/Kozuch. Motion to approve the YE 2024 Wage Match Compliance & Certification. Unanimous vote.

Leslie discussed the quote received from William Hogan, Electrician to install exterior motion lights on the front of the building at 100 Prospect Street. While doing that William will install in use receptacles so that future cameras may be mounted to those light fixtures. We have had issues with the front of our building lately with persons on property that do not belong here disturbing our first floor tenants. The price for installation and product is \$4700.00. The Board felt that it was an expense, but that for the safety and well being of the tenants we should proceed with this endeavor.

M/Butler, S/Cahill. Motion to approve William Hogan, Electrician to install exterior motion lights on the front of 100 Prospect Street and install receptacles to accommodate cameras - \$4700.00. Unanimous vote.

Leslie discussed that the Plymouth County Sheriff's Department Work Crew employees have been doing many projects on our property, which is a tremendous help financially and for man power availability. We pay for lunch for the staff for their service. The latest projects have been painting our 667-2 development patios ceilings, reroofing and refurbishing the gazebo at 100 Prospect Street, cleaning of gutters for our 705 development and line painting property wide. Some of these projects have incurred costs for materials.

M/Luddy-Ross, S/Butler. Motion to approve the Plymouth County Sheriff's Department Work Crew costs associated with projects performed at Executive Director's discretion. Unanimous vote.

Leslie discussed moving the September 2024 Board Meeting to Wednesday, September 11, 2024 to accommodate Leslie so she can attend the MassNahro Annual Conference as Brenda Kozuch will be receiving a certificate for completing her Board Member Training.

M/Kozuch, S/Cahill. Motion to approve moving the September 2024 Board Meeting to September 11, 2024 to allow Leslie to attend the MassNahro Annual Conference. Unanimous vote.

Leslie presented the Notice of Lease Amendment to the Board. E.O.H.L.C. has amended the current lease with changes to regulation effective June 7, 2024. Those changes were outlined in the Amendment.

M/Butler, S/Cahill. Motion to acknowledge the new E.O.H.L.C. regulations/lease changes effective June 7, 2024. Unanimous vote.

Leslie requested reimbursement for hours worked over her regular 32 hours per week, while administering to the #083060 689 Fire Panel Replacement project allowed by E.O.H.L.C. Leslie worked an extra four and one half hours and is requesting reimbursement of \$219.28.

M/Luddy-Ross, S/Cahill. Motion to approve reimbursement of \$219.28 to Leslie for hours worked over her regular 32 hour week for #083060 689 Fire Panel Replacement project allowed by E.O.H.L.C. Unanimous vote.

The minutes of June 11, 2024 were presented for approval.

M/Kozuch, S/Cahill. Motion to approve the minutes of June 11, 2024. Unanimous vote.

The Executive Director's Report for June 2024 was presented. Apartment vacancies as of June 30, 2024 – 2, new leases signed in June 2024 – 1. No credits were issued. Number of applicants on wait list as of June 30, 2024 – 17,426. Waitlist screening is ongoing. Leslie attended a webinar to discuss rent determination changes regarding the new lease amendment. Leslie and Suzanne attended the S.A.L.T. Fair at the Council on Aging on June 6, 2024. We made a \$30 donation of a CVS gift card toward the raffle for the participants. Suzanne and Leslie attended a virtual CHAMP class to discuss the coming changes. Todd Lawson my Facilities Management Specialists was at 100 Prospect Street on June 17, 2024 to observe and take pictures of the flooring in 102 that needed replacing. The flooring came out beautiful. Todd will report back to management at E.O.H.L.C.

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

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

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

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

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

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

M/Butler, S/Luddy-Ross. Motion to adjourn the meeting at 9:46 a.m. Vote unanimous.

Debra Luddy-Ross Attested *Yaen Cahill*
Executive Director Clerk