



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

Tel: (508) 378-3838

Fax: (508) 378-3880

MINUTES REGULAR MONTHLY MEETING

August 13, 2024

9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, August 13, 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 were two pieces of correspondence received. One was from a tenant thanking both Rob and Tony for jobs well done and to Leslie for coordinating all of their efforts. The second one was from a tenant thanking Leslie and Tony for their efforts regarding no water in our building.

Rob presented the maintenance report for July 2024. 55 work orders were generated and 66 were completed. Hometown Carpet cleaned carpeting in 76-4. Bruce McKean painted 52-5. South Shore Generator repaired generator at 100 Prospect Street. William Hogan Electric installed motion sensor lighting at 100 Prospect Street. Stadelmann Electric repaired intercom at 100 Prospect Street. Dorsey and Sons repaired air conditioning at 34 Prospect Street. Burgess Pest Control did their annual pest treatments at all properties.

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

#083061 - ARPA 667-1 Walkways – Final approval was received from EOHLIC. A notice to proceed was issued. A preconstruction meeting was held on July 18, 2024. Work is projected to start at the end of August or the beginning of September 2024.

#083067 - ARPA 667-1 & 2 Fire System Upgrade – Final approval was received from EOHLIC. A notice to proceed was issued. A preconstruction meeting was held on August 7, 2024. Work is projected to start in September 2024.

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

#083071 – Sustainability Refrigerator Award – Bids were due for this project on July 30, 2024. We have a recommendation from our RCAT to accept the bid from Express Kitchens, Inc. for \$39,501.00 after completing reference checks.

M/Luddy-Ross, S/Cahill. Motion to approve Express Kitchens, Inc. bid for \$39,501.00 for project #083071 Refrigerators – Sustainability to include requisitioning admin. fee in an amount not to exceed 10% of the original construction contract. Unanimous vote.

#083072 – 667-3 Roof Replacement – Eugenio Fernandez Ventosa from Studio-Umbra, our designer for this project has completed drawings. The estimated construction cost for this project is \$815,000.00. The approved budget is \$250,000.00. If the design contingency and escalation are added to the CCE, the estimate would be closer to \$1,000,000.00, which is over \$300,000.00 more than the preliminary estimate given in March. A meeting to discuss this with Juliet Borja, Architect from EOHLIC, Eugenio Fernandez Ventosa; Kate Ferreira, RCAT; Cynthia Peirce Barney, Project Manager and Leslie is scheduled for August 15, 2024.

#083075 – Sustainability 100 Prospect Street Office Air Source Heat Pumps – A preconstruction meeting was held on August 7, 2024 attended by Leslie, Rob, Kate – RCAT, Chuck Frasca & Jose Vinagre – Madeira Construction and Gary Crouch – Electrician. A contract was signed and a notice to proceed was issued. Madeira Construction will start this project on September 28, 2024. Madeira suspects this project will take one week to complete.

#083076 – 667-2 Roll in Shower – Reasonable Accommodation – Kate Ferreira – RCAT has received approval to hire Rescom Architectural, Inc. to design this bathroom to comply with ADA requirements. Josh Lewis from Rescom, along with Kate and Leslie will meet on August 20, 2024 to access apartment.

Leslie discussed Board Reorganization. Sandra Luddy-Ross said that the compliment of the Board is great as is. Christine Butler was concerned that she is a State appointee, and her term has expired. She did reach out to the State and they are looking into her reappointment. Sandra said in the past that State Appointee Board members have served past their expiration and it was not a problem. Larry Davidson said he thought that the Board was running smoothly as is.

M/Butler, S/Kozuch. Motion to leave the Board member positions as they presently are. Unanimous vote.

The minutes of July 9, 2024 were presented for approval.

M/Butler, S/Cahill. Motion to approve the minutes of July 9, 2024. Unanimous vote.

The Executive Director's Report for July 2024 was presented. Apartment vacancies as of July 31, 2024 – 1, new leases signed in July 2024 – 2. No credits were issued. Number of applicants on wait list as of July 31, 2024 – 17,946. Waitlist screening is ongoing. Marcia Weidenfeller and Steven Brown have both accepted their appointment to serve as Grievance Officers for a 5 year term to end June 30, 2029. Elizabeth Weatherbee and Walter Carey – residents, Corinne Lawson from the APCSM and Dr. Rosemary Botelho from the Bridgewater Veterinary Clinic have all

agreed to continue to serve on our pet committee. Leslie attended CAPHUB training on July 15, 2024. The training was not necessary for Leslie as our Accountant Daniel Robillard, completes our 80/90 Forms for our Contracts for Financial Assistance. William Hogan, Electrician installed motion lights on the front and side of our 100 Prospect Street building. Continental Flooring sent a contractor out to repair vinyl plank flooring at 100 Prospect Street – 2nd floor. The flooring was buckling and lifting due to the leveler used buckling. It may be the humidity on the second floor that is causing this. I am looking into some sort of installation of ventilation through my RCAT Kate Ferreira through EOHLC. We have had a bout of leaking air source heat pumps at our Riddell Road property. We have had 12 leaking air source heat pumps to date. Plumbers from GEM Plumbing and Heating came out on August 5, 2024 to inspect all units and make the repairs necessary. Leslie had to move a couple out of their apartment and into a hotel from Riddell Road. Mold was discovered on their living room ceiling, on their doors, kitchen cabinets and furniture. I had Sean Keating, my Construction Manager, access the situation. GEM Plumbing inspected the air source heat pumps to make sure they were not the source for mold. There was no mold found on/in the air source heat pumps. The air source heat pumps were inspected, and they were working as they should. It was determined by ProEnviro that the mold was derived from humid tenant lifestyle conditions. The tenant takes long showers. I will give the tenant instructions going forward to prevent too much humidity in their apartment. ProEnviro removed the mold and treated the apartment. They also did an air quality test and sent it out to be analyzed. The test concluded that the air quality was in the proper range.

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

The Check Register and Employee Earnings report through August 13, 2024 were presented.

M/Luddy-Ross, S/Butler. Motion to approve the Check Register through August 13, 2024 as presented. Unanimous vote.

M/Butler, S/Cahill. Motion to approve the Employee Earnings Record through August 13, 2024 as presented. Unanimous vote.

The Accountant's Report through June 30, 2024 was presented for review.

M/Cahill, S/Luddy-Ross. Motion to acknowledge the Accountant's Report through June 30, 2024. Unanimous vote.

The year end financial statements for the fiscal year ending June 30, 2024 were presented for certification.

M/Butler, S/Cahill. Motion to certify the year end financial statements for the fiscal year ending June 30, 2024. Unanimous vote.

M/Butler, S/Cahill. Motion to adjourn the meeting at 9:35 a.m. Vote unanimous.

Lilli Lundstrom Attested Brenda Coyne
Executive Director Alternate Clerk