



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES  
REGULAR MONTHLY MEETING  
September 11, 2024  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Wednesday, September 11, 2024 with said meeting called to order at 9:05 a.m. by Chairman Larry Davidson.

Board Members Present:    Larry Davidson            Chairman  
   Christine Butler            Co Chairman  
   Sandra Luddy-Ross        Treasurer  
   Brenda Kozuch            Assistant Treasurer

Board Members Absent:    Noreen Cahill            Clerk

Others Present:            Leslie Lundstrom        Executive Director  
   Suzanne DeRienzo      Administrative Assistant  
   Robert Wilson          Maintenance Mechanic Laborer  
   Daniel Robillard        Milne, Shaw & Robillard P.C.

There were two pieces of correspondence received. One was from a tenant thanking all staff members for all we do to make their lives nicer. The other was from a family member of a deceased tenant directed to Suzanne and Leslie thanking them for all they have done for their loved one. She stated that she was always treated with empathy and kindness and will be forever grateful.

Rob presented the maintenance report for August 2024. 55 work orders were generated and 63 were completed. ProEnviro remediated mold at 6-3. Patriot Services unclogged main sewer line in 64-1 & 2. Gem Plumbing & Heating inspected and repaired air source heat pumps. Dorsey & Son repaired air conditioning unit at 44 Prospect Street. McClaren Plumbing & Heating repaired air conditioning unit at 44 Prospect Street. William Hogan Electric made repair to handicap door opener at 100 Prospect Street. United Removal & Demolition removed a boiler water tank from 64 Prospect Street. Burgess Pest Control was called out to 100 Prospect Street for bees and flies.

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

#083061 - ARPA 667-1 Walkways – Work started on this project on September 6, 2024.

#083067 - ARPA 667-1 & 2 Fire System Upgrade – Work started on this project on September 9, 2024. Brite-Lite called for an emergency meeting. The excavation that has started on the

walkway project will interfere with Brite-Lite's excavation. The meeting will be on September 11, 2024 at 12:00 p.m.

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

#083071 – Sustainability Refrigerator Award – A preconstruction meeting was held on September 6, 2024. The vendor looked at a few of our apartments for space constraints. A notice to proceed was signed on September 6, 2024 and a submittal is under review.

#083072 – 667-3 Roof Replacement – A meeting was held on August 15, 2024 virtually. The meeting was conducted by Juliet Borja- EOHLIC. She was having technical difficulties and was unable to proceed with the meeting. Leslie was not contacted via phone regarding the meeting that was eventually conducted that same day. Even though the project is well above our budget, it was decided to increase the budget to allow for a full roof replacement. That is currently under review by EOHLIC.

#083075 – Sustainability 100 Prospect Street Office Air Source Heat Pumps – Construction for this project started on August 28, 2024. The units have been installed and operating. We are still waiting on the bathroom ceiling vent fan installation and painting of the ED office.

#083076 – 667-2 Roll in Shower – Reasonable Accommodation – Josh Lewis from RESCOM along with Kate Ferreira (RCAT) and Leslie met on August 20, 2024. Josh will design this bathroom as ADA compliant.

Daniel Robillard presented the budget for YE2025. Some of the highlights were:

- 9% maximum increase to administrative salaries line item;
- 4% increase to maximum unit-based Executive Director Salaries with board approval;
- Change to controls for maintenance salaries; rather than requiring that LHAs request a waiver to go above DLWD wage rates, EOHLIC will control maintenance salaries at the line-item level, same as administrative salaries. LHAs may increase the maintenance salaries line item by a maximum of 9%;
- Air Source Heat Pump budget exemption increased to \$300 from \$250; and increased budget exemption funding for Regional Legal Services for participating LHAs.

The Executive Directors Salary Schedule and Worksheet was presented to the Board. The worksheet calculated a maximum of \$84,133 salary allowed for Leslie Lundstrom.

**Motion: Christine Butler** moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 400-1 for fiscal year ending 6/30/25 showing a total revenue of \$1,059,752 and total expenses of \$1,017,752 thereby requesting a subsidy of \$163,496. **Sandra Luddy-Ross** seconded the motion which, upon roll call was passed by a vote of 4 for 0 against.

**Motion: Brenda Kozuch** moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 689-1 for fiscal year ending 6/30/25 showing total revenue of \$29,784 and total expenses of \$27,320 thereby requesting a

subside of 0. **Sandra Luddy-Ross** seconded the motion which, upon roll call, was passed by a vote of 4 for 0 against.

**M/Luddy-Ross, S/Butler.** Motion to approve the Executive Director salary increase. Salary will be \$84,133 for YE2025. Unanimous vote.

Leslie discussed tenant account receivables for a tenant that has moved out with an outstanding balance and tenants that are deceased with an outstanding balance. Leslie would like to write off these balances on the books only. Writing off these balances will not excuse the balances, but will just write them off the books. Total balances to be written off is \$20,533.60.

**M/Kozuch, S/Butler.** Motion to approve write off of tenant account receivable balances in the amount of \$20,533.60. Unanimous vote.

Leslie discussed the retirement of Curley & Curley P.C. who were our attorneys as part of EOHLC Legal Services Program. Leslie had attended conferences where Driscoll & Driscoll P.C. were in attendance and were impressed by them. Leslie signed a contract with Driscoll & Driscoll P.C. to handle our legal matters.

**M/Luddy-Ross, S/Kozuch.** Motion to approve the contract between the East Bridgewater Housing Authority and Driscoll & Driscoll P.C. for legal matters. Unanimous vote.

The minutes of August 13, 2024 were presented. A Temporary Clerk is needed for approval of these minutes.

**M/Butler, S/Kozuch.** Motion to approve Brenda Kozuch as Temporary Clerk for the Minutes of August 13, 2024. Unanimous vote.

**M/Butler/S/Kozuch.** Motion to approve the minutes of August 13, 2024. Unanimous vote.

The Executive Director's Report for August 2024 was presented. Apartment vacancies as of August 31, 2024 – 1, new leases signed in August 2024 – 0. No credits were issued. Number of applicants on wait list as of August 31, 2024 – 18,352. Waitlist screening is ongoing. GEM Plumbing & Heating inspected all air source heat pumps at our Riddell Road property on 8-5-24. Two repairs were made. Leslie met with Scott Phan from DDS with a potential client for one of the congregate units at 100 Prospect Street on August 21, 2024. Leslie also attended a virtual meeting on August 21, 2024 with EOHLC to discuss the new docusign system for all 689 leases and addendums. Omar, a contractor with Continental Flooring inspected and repaired flooring on the second floor at 100 Prospect Street. There may be a structural issue with the building as there is a hump that seems to expand and contract. Kate Ferreira – RCAT is going to create a project for a structural study – she will also consult with an architect. An Elevator Safety Test was performed at 100 Prospect Street on August 28, 2024. No problems were found, and a certificate was issued.

