



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

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## MINUTES REGULAR MONTHLY MEETING

May 13, 2025

9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, May 13, 2025, with said meeting called to order at 9:00 a.m. by Chair Christine Butler.

Board Members Present:	Christine Butler	Chair
	Sandra Luddy-Ross	Vice Chair, Treasurer
	Brenda Kozuch	Assistant Treasurer
	Richard Eldredge, Jr.	Member
Board Members Absent:	Noreen Cahill	Clerk
Others Present:	Leslie Lundstrom	Executive Director
	Suzanne DeRienzo	Administrative Assistant
	Robert Wilson	Maintenance Mechanic/Laborer
	Larry Davidson	Guest

No correspondence was received last month from tenants.

Rob presented the maintenance report for April 2025. 45 work orders were generated and 48 were completed. Precision Wildlife captured a squirrel in the attic of building 64 and sealed the building to prevent any other wildlife from entering. Patriot Services removed a clog from the kitchen sink in 89-2. Hometown Carpet Cleaning cleaned the carpeting at the community building. Burgess Pest Control treated ants in 65. Hometown Carpet Cleaning cleaned carpeting and upholstery in the office at 100 Prospect Street.

**M/Luddy-Ross, S/Eldredge, Jr.** Motion to approve the Maintenance Report for April 2025 as presented. Unanimous vote.

#083061 - ARPA 667-1 Walkways – DeMelo Construction started sanding, priming and painting the railings at Riddell Road on May 13, 2025, that have begun to chip.

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

#083072 – 667-3 Roof Replacement – Ashley O’Sullivan, EOHLC Supervising Project Manager; Juliet Borja, EOHLC Staff Architect; Eugenio Fernandez, Engineer – Studio Umbra; Howard Gerber, EOHLC Electrical Engineer and Leslie Lundstrom met virtually on May 5,

2025, to discuss this roof. It was determined that the roof drawings need to be cleaned up a bit and that sustainability monies may be available to us for insulation and construction related to insulation. On May 6, 2025, it was determined that we have been awarded \$177,400 in sustainability money for the insulation and construction pertaining to the insulation.

#083076 – 667-2 Roll in Shower – A preconstruction meeting was held on April 17, 2025. Kate Ferreira, RCAT; Mike Connors, MJ Connors Company, Inc.; Greg Siroonian, RESCOM Architect, Leo White and Janice Martins, tenants; Robert Wilson and Leslie Lundstrom attended. A contract and notice to proceed was executed that day. Construction should hopefully start this month.

#083078 – 689 Patio Construction – Grey Siroonian, RESCOM Architect; Kate Ferreira, RCAT and Leslie Lundstrom met on April 17, 2025, to do another walkthrough on the property. Greg has suggested another design other than the previous design submitted for this project. We have not received the new design yet.

#083080 – Security Cameras, Riddell Road – EOHLC has approved the schematic designs for this project and has given approval to bid. David Bazer, Rogue Engineering, is working on bidding documents at this time.

Leslie presented the 2025 Revised Income Limits and Fair Market Rent Changes.

**M/Luddy-Ross, S/Kozuch.** – Motion to accept the 2025 Income Limits change. Unanimous vote.

**M/Luddy-Ross, S/Kozuch.** – Motion to accept the 2025 Fair Market Rent change. Unanimous vote.

Leslie presented the Health Insurance Incentive Policy. Per EOHLC'S Y/E 2025 budget guidelines, we can update the incentive for employees who choose to be insured through a family member's insurance plan rather than use the LHA's insurance from \$1,000 to \$5000; provided that the net result yields an overall savings to the LHA. After consulting with the Housing Authority's accountant, the Housing Authority would like to offer a \$2500 per year incentive to employees who choose to be insured through a family member's insurance rather than the Group Insurance Commission insurance offered by LHA's.

**M/Eldredge, Jr., S/Luddy-Ross.** Motion to approve the East Bridgewater Housing Authority Health Insurance Incentive Policy after changes as discussed. Unanimous vote.

Leslie presented a request for administrative reimbursement for hours worked over the regular 32 hours per week while working on Mod. Projects. Leslie would like a reimbursement of \$970.54 for extra hours worked on the #083071 Refrigerator Sustainability project.

**M/Luddy-Ross, S/Eldredge, Jr.** Motion to approve reimbursement of \$970.54 for hours worked over 32 hours per week while working on Mod Project #083071 Refrigerator Sustainability. Unanimous vote.

Requests for YE 2026 proposals for elevator, extermination and septic pumping services were discussed. As allowed, I did not go out to bid for these services. I contacted the below companies as the pricing in the past has been the lowest and all offer great service. All companies agreed to honor last year's pricing as follows:

Extermination	Burgess Pest Control – Yearly Service – \$815.00
Elevator Maintenance	United Elevator - Monthly Service - \$265.00
Septic Pumping	Claude DuBord & Sons, Inc. - \$150 per thousand gallons – 32,000 gallons - \$4800.00 per pump

**M/Kozuch, S/Luddy-Ross.** Motion to approve Burgess Pest Control for our YE 2026 Pest Control Service – 815.00 yearly. Unanimous vote.

**M/Kozuch, S/Eldredge, Jr.** Motion to approve United Elevator for our YE 2026 Elevator service - \$265.00 monthly. Unanimous vote.

**M/Kozuch, S/Luddy-Ross.** Motion to approve Claude DuBord & Sons, Inc. for our YE 2026 Septic Pumping service - \$150.00 per thousand gallons. Unanimous vote.

Leslie discussed an EOHLIC Contractor Authorized Signatory Listing Form, which will list a third signatory to facilitate efficient signature processing, which is recommended by EOHLIC. This third signatory would be able to sign Contracts for Financial Assistance and other documents on behalf of the Housing Authority.

**M/Eldredge, Jr., S/Kozuch.** Motion to approve Brenda Kozuch as a third signatory to sign documents such as Contracts for Financial Assistance and any other documents on behalf of the Housing Authority. Unanimous vote.

Leslie presented the minutes of April 8, 2025, for approval. A Temporary Clerk will be needed for these minutes.

**M/Kozuch, S/Eldredge, Jr.** Motion to approve Sandra Luddy-Ross as temporary clerk for the minutes of April 8, 2025. Unanimous vote.

**M/Kozuch, S/Eldredge, Jr.** Motion to approve the minutes of April 8, 2025. Unanimous vote.

The Executive Director's Report for April 2025 was presented. Apartment vacancies as of April 30, 2025 – 1, new leases signed in April 2025 – 2. No credits were issued. Number of applicants on wait list as of April 30, 2025 – 21,591. Waitlist screening is ongoing. Two dented refrigerator doors and a faulty refrigerator were replaced by Express Kitchens as part of our #083071 Refrigerators Sustainability project on April 17, 2025. South Shore Generator did their annual inspection of our Generator at 100 Prospect Street on April 23, 2025. The Plymouth County Sheriff's Department Work crew is back on Housing Authority property per my request. My wish list includes pressure washing and trim painting at our Riddell Road property, pressure washing and trim painting at our family units as well as replacement of two railings and privacy

fence repair. Also on the list is pressure washing and trim painting at our 34/44 Prospect Street units and pressure washing and treatment of the gazebo at 100 Prospect Street. I was contacted by Andrew Bengtson, EOHLC Staff Architect. He would like to review the existing conditions of the slider doors at our 667-2 property.

**M/Luddy-Ross, S/Eldredge, Jr.** Motion to approve the Executive Directors report for April 2025, as presented. Unanimous vote.

The Check Register and Employee Earnings report through May 13, 2025, were presented.

**M/Luddy-Ross, S/Kozuch.** Motion to approve the Check Register through May 13, 2025, as presented. Unanimous vote.

**M/Kozuch, S/Luddy-Ross.** Motion to approve the Employee Earnings Record through May 13, 2025, as presented. Unanimous vote.

The Accountant's Quarterly Operating Statement through March 31, 2025, was presented for review.

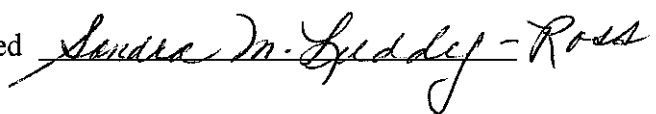
**M/Kozuch, S/Eldredge, Jr.** Motion to acknowledge the Accountant's Quarterly Operating Statement through March 31, 2025. Unanimous vote.

**M/Kozuch, S/Luddy-Ross.** Motion to adjourn the meeting at 9:35 a.m. Vote unanimous.



Executive Director

Attested



Clerk