



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET

EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES

REGULAR MONTHLY MEETING

June 10, 2025

9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, June 10, 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
Noreen Cahill Clerk

Board Members Absent: None

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

Correspondence was received from an architect from EOHLC stating that judging from the interactions with tenants that he witnessed, Rob is very well liked and trusted by the tenants.

Rob presented the maintenance report for May 2025. 45 work orders were generated and 61 were completed. Dubord & Sons performed septic pumping at 667-1. Gem Plumbing & Heating repaired condenser wires in Mini Split in 89-1. Adam Ironworks repaired a stair at 65 Riddell Road.

Peter Huntington Electric performed smoke alarm testing at 100 and 34/44 Prospect Street.

M/Luddy-Ross, S/Cahill. Motion to approve the Maintenance Report for May 2025 as presented. Unanimous vote.

#083061 - ARPA 667-1 Walkways – DeMelo Construction seeded the patches of lawn that were affected by the walkway construction and all railings have been primed and painted.

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

#083072 – 667-3 Roof Replacement – Construction documents for this project have been approved. We are now awaiting bid documents to be submitted for approval.

#083076 – 667-2 Roll in Shower – The original shower enclosure that was asked for in the construction documents was one piece. The contractor will be unable to get a one-piece enclosure into the room. Mike from M.J. Connors was working with Greg Siroonian from

RESCOM to find an “approved” 3 piece shower enclosure. They found one that should work in the bathroom, but it is not listed on the acceptable manufacturer list for Massachusetts. Both Mike and Greg Siroonian are looking for options. Mike is going to speak with the Town Inspector directly.

#083078 – 689 Patio Construction – Grey Siroonian, RESCOM Architect, has submitted revised construction documents. They are under review with Kate Ferreira from RCAT. A fence will be relocated so a gentle slope will be created going from the walkway to the patio surface. Patio surface will be sizeable (14’ x 28’).

#083080 – Security Cameras, Riddell Road – Request for bids went out for this project on June 4, 2025. A pre-bid walkthrough has been scheduled for June 10, 2025 and all bids are due by June 20, 2025.

#083085 Slider Door Replacement Phase 1 - Rob met with Andrew Bengtson, Staff Architect at EOHLC on May 16, 2025 to review the slider conditions. Andrew will be drafting a scope of services and payment for this project. For this project, Andrew is suggesting the sliders be removed and replaced with a combination inswing door and fixed sidelight. He feels it would be a more appropriate solution for ease of use by the seniors. The slider weight, hardware operation and the threshold profile and height may not be easy to navigate by our population. This project is slated for completion for year-end 2027.

Leslie presented the CFA 5001 Amendment #13 - Roof Replacement in the amount of \$795,000.00 for approval.

M/Kozuch, S/Luddy-Ross. – Motion to accept the CFA 5001 Amendment #13 - Roof Replacement in the amount of \$795,000.00. Unanimous vote.

Leslie presented documentation of hours worked over her required 32 hours per week for mod project #083067 – 667-1 & 2 Fire System Replacement.

M/Cahill, S/Luddy-Ross. – Motion to approve reimbursement of \$409.35 for hours worked over 32 hours per week while working on Mod. Project #083067 – 667-1 & 2 Fire System Replacement. Unanimous vote.

Leslie presented the minutes of May 13, 2025, for approval. A Temporary Clerk will be needed for these minutes.

M/Kozuch, S/Cahill. Motion to approve Sandra Luddy-Ross as temporary clerk for the minutes of May 13, 2025. Unanimous vote.

M/Luddy-Ross, S/Kozuch. Motion to approve the minutes of May 13, 2025. Unanimous vote.

The Executive Director’s Report for May 2025 was presented. Apartment vacancies as of May 31, 2025 – 2, new leases signed in May 2025 – 0. No credits were issued. Number of applicants on wait list as of May 31, 2025 – 21,952. Waitlist screening is ongoing. We have submitted an

regarding this vacancy. The CIP for YE 2026 has been approved by EOHLC. The Plymouth County Sheriff's Department Work Crew is still on-site pressure washing and painting. Leslie attended a tele meeting with Cassidy Wiltshire from Driscoll & Driscoll, PC and one of our tenants on May 19, 2025. Discussed was the tenant's tenancy after allegations of smoking on our property. Leslie met with Jill Jordan from DDS, a prospective tenant and her advocate on May 30, 2025. A walkthrough was done at one of our empty congregate units. I have submitted Fair Housing Details through the CHAMP system. Our Affirmative Action Goal for Family tenants is 34.30%, our percentage is .25%. Our Affirmative Action Goal for Elderly/Young Disabled is 18.20%, our percentage is 7.15%. I am following EOHLC guidelines in placing tenants in apartments.

M/Cahill, S/Kozuch. Motion to approve the Executive Directors report for May 2025, as presented. Unanimous vote.

The Check Register and Employee Earnings report through June 10, 2025, were presented.

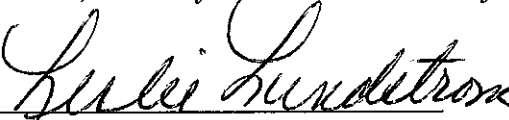

M/Cahill, S/Kozuch. Motion to approve the Check Register through June 10, 2025, as presented. Unanimous vote.

M/Cahill, S/Kozuch. Motion to approve the Employee Earnings Record through June 10, 2025, as presented. Unanimous vote.

The Accountant's Report through April 30, 2025, was presented for review.

M/Luddy-Ross, S/Kozuch. Motion to acknowledge the Accountant's Report through April 30, 2025. Unanimous vote.

M/Cahill, S/Luddy-Ross. Motion to adjourn the meeting at 9:23 a.m. Vote unanimous.

 Attested 
Executive Director Clerk