



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

Tel: (508) 378-3838
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MINUTES
REGULAR MONTHLY MEETING
February 8, 2022
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, February 8, 2022 with said meeting called to order at 9:00 a.m. by Vice Chairman Christine Butler. The Board Members met at 38 Riddell Road.

Board Members Present: Christine Butler Vice Chairman
 Sandra Luddy-Ross Treasurer, Clerk
 Brenda Kozuch Assistant Treasurer
 Noreen Cahill Member

Others Present: Leslie Lundstrom Executive Director
 Cindy Grande-Gareis Administrative Assistant

A tenant sent correspondence on Tony's behalf stating that he was greatly appreciated for all of his hard work and dedication on behalf of the Housing Authority.

Leslie presented the Maintenance Report for January, 2022. There were 28 work orders generated and 33 completed. Bruce McKean painted apartment 23-7. Patriot Services cleared clog in apartment 64-2. Snow removal in both locations was completed with the help of the DPW and local teens. Anania Plumbing repaired a broken pipe in G-03.

M/Luddy-Ross, S/Kozuch. Motion to approve the Maintenance Report for January, 2022 as presented. Unanimous vote.

A kick off meeting will be held on Wednesday, February 9, 2022 for the Office Repair project.

Our AUP Audit for Y/E 2021 was completed with no findings or exceptions.

The Board was given the Fire Evacuation Policy for review.

M/Kozuch, S/Cahill. Motion to accept the Fire Evacuation Policy for 100 Prospect Street. Unanimous vote.

The Board was given the Write off Policy for review.

M/Kozuch, S/Luddy-Ross. Motion to accept the Write Off Policy. Unanimous vote.

The Board was given the Language Access Policy for approval.

M/Kozuch, S/Cahill. Motion to adopt the Language Access Policy. Unanimous vote.

Leslie has hired Suzanne DeRienzo for the position of Administrative Assistant. She will start on February 21, 2022.

Leslie has interviewed applicants for the position of Maintenance/Mechanic Custodian. A determination has not been made for that position yet.

D.H.C.D. has provided a new Executive Director Salary and Qualification Schedule. For Executive Director salaries, the Schedule of unit-based salary maximums increases by 5% above FY2020/2021 levels.

M/Luddy-Ross, S/Cahill. Motion to approve a salary increase for the Executive Director position. New salary will be \$76,045 for the 32 per hour week position effective September 1, 2021. Unanimous vote.

The minutes of January 11, 2022 were presented.

M/Kozuch, S/Luddy-Ross. Motion to approve the minutes of January 11, 2022 as presented. Unanimous vote.

The minutes of January 27, 2022 were presented.

M/Luddy-Ross, S/Kozuch. Motion to approve the minutes of January 27, 2022 as presented. Unanimous vote.

The Executive Director's Report for January, 2022 was presented. There were 3 vacancies as of January 31, 2022 and 1 new lease was signed in January 2022. No credits were issued. The total number of applicants on our wait list as of January 31, 2022 was 8,266. Charles Seelig, the Town Administrator, delivered COVID test kits to the Housing Authority on January 4, 2022 for the tenants. Each tenant received two test kits. Leslie attended a virtual Annual Plan meeting with Cybersense to put together our Annual Plan on January 5, 2022. Leslie attended a Professional Relationships and Procurement virtual class as part of her Massachusetts Public Housing Administrator Certification Program on January 7, 2022. Peter and Tony picked up PPE equipment on January 11, 2022 as part of the DHCD/MEMA PPE and Cleaning Supply Initiative. Free masks, gloves, thermometers, face shields and sanitizing wipes were picked up at the MEMA warehouse in Franklin, MA. Leslie put an ad on Indeed for an Administrative Assistant and a Maintenance Mechanic/Laborer. She hired an Administrative Assistant and will interview for the Maintenance position. Leslie sent out a bid package for replacement of flooring in apartment 65-8. Robert Penagos, Taunton Housing Authority Maintenance Supervisor came to the Housing Authority on January 28, 2022 to look at maintenance work that needed to be attended to. He will try and have his work crew start work needed the week of January 31, 2022. The DPW assisted the Housing Authority with snow removal due to lack of personnel and the severity of the storm. Two East Bridgewater teenage brothers also assisted Tony in snow shoveling.

M/Luddy-Ross, S/Cahill. Motion to approve the Executive Directors report for January 2022. Unanimous vote.

The Check Register and Employee Earnings reports through February 8, 2022 were discussed.

M/Luddy-Ross, S/Kozuch. Motion to approve the Check Register through February 8, 2022 as presented. Unanimous vote.

M/Kozuch, S/Cahill. Motion to approve the Employee Earnings Record through February 8, 2022 as presented . Unanimous vote.

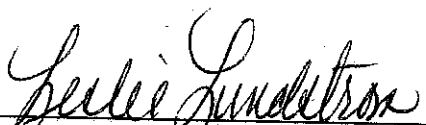
The Accountant's Report through December 31, 2021 was presented.

M/Luddy-Ross, S/Kozuch. Motion to acknowledge the Accountant's Report through December 31, 2021. Unanimous vote.

The Quarterly Operating Statement through December 31, 2021 was presented.

M/Cahill, S/Luddy-Ross. Motion to acknowledge the Quarterly Operating Statement through December 31, 2021. Unanimous vote.

M/Kozuch, S/Cahill. Motion to adjourn the meeting at 9:22 a.m. Vote unanimous.



Executive Director

Attested 
Sandra Luddy-Ross, Clerk