



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET

EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES REGULAR MONTHLY MEETING

April 12, 2022

9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, April 12, 2022 with said meeting called to order at 9:00 a.m. by Chairman Larry Davidson. The Board Members met at 38 Riddell Road.

Board Members Present: Larry Davidson Chairman
 Christine Butler Vice Chairman
 Sandra Luddy-Ross Treasurer, Clerk
 Noreen Cahill Member

Board Members Absent: Brenda Kozuch Assistant Treasurer

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

A tenant sent correspondence to thank the Housing Authority for hiring a contractor to replace the pull strings in his apartment. He also praised Tony Gareri for his efforts in this matter and for painting his porch ceiling.

Rob presented the Maintenance Report for March, 2022. There were 50 work orders generated and 55 completed. ProEnviro tested for mold in apartment G-05 with negative results. M.J. Connors Construction fixed a siding issue caused by high winds - some panels were lost and damaged at 95 Prospect Street. Dorsey and Son repaired a wiring issue for the heat in apartment 201. Trent Martin Plumbing repaired a leaking hot water pipe at 64 Prospect Street. M.J. Connors Construction installed new flooring in vacant unit 65-8 Riddell Road. Burgess Electric repaired/replaced pull cords at 23-6. The tires were replaced on the F-350 truck. A back up alarm was also installed on the F-350 truck.

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

The Housing Authority received a letter from Paxor Construction on March 23, 2022 requesting Public Records on all documentation pertaining to the Office Renovation Project. This letter was forwarded to our Regional Capital Assistance Team.

The Office Renovation/Repairs Project #083054 was discussed. Damazio Builders Inc. started the office repairs on Monday April 4, 2022. A change order was created to paint the office. There is wall work that needs to be done and the new paint will not blend with the painting that was done close to a year ago. The change order is for \$3002.15.

M/Butler, S/Luddy-Ross. Motion to approve the change order for the Office Repair Project #083054 for \$3002.15. Unanimous vote.

The Board of Health Inspection Report was discussed. All necessary corrections have been completed.

The Board was given the CORI Policy for review.

M/Luddy-Ross, S/Cahill. Motion to accept the CORI Policy. Unanimous vote.

The Board was given the Air Conditioner Policy for review.

M/Cahill, S/Butler. Motion to accept the Air conditioner Policy. Unanimous vote.

The Board was given the Community Room Policy for review.

M/Cahill, S/Luddy-Ross. Motion to accept the Community Room Policy. Unanimous vote.

The Board was given the Travel Policy to review and amend. The travel rate has been increased from .45 cents per mile to .585 cents per mile effective March 20, 2022 per D.H.C.D.

M/Cahill, S/Luddy-Ross. Motion to amend and accept the Travel Policy. Unanimous vote.

The Mass NAHRO Conference Program Book advertisement was discussed. The Housing Authority usually supports Mass NAHRO by purchasing a \$60.00 ad in their conference program book.

M/Butler, S/Cahill. Motion to purchase a \$60.00 add in the Mass NAHRO Conference program book. Unanimous vote.

The Minutes of March 8, 2022 were presented.

M/Cahill, S/Luddy-Ross. Motion to approve the minutes of March 8, 2022 as presented. Unanimous vote.

The Minutes of March 22, 2022 were presented.

M/Cahill, S/Luddy-Ross. Motion to approve the minutes of March 22, 2022 as presented. Unanimous vote.

The Executive Director's Report for March 2022 was presented. There were 2 vacancies as of March 31, 2022 and 1 new lease was signed. There were no credits issued. The number of applicants on wait list as of March 31, 2022 was 8,775. Recertification of all tenants except two were completed in March. Covid test kits were procured for Local Housing Authorities from D.H.C.D. along with the state. Memos were passed out and test kits are being distributed to tenants. Mike Carter from GCG Associates performed the nine-month inspection of the septic

system at Riddell Road on Wednesday, March 16, 2022. Nothing was noted in the inspection. Lintels were inspected by Shikha Jindal from Architectural Solutions, Inc. the week of March 7, 2022 as part of the nine-month inspection. Nothing was noted in the inspection. Leslie attended a webinar for the Occupancy Cycle as part of her Massachusetts Public Housing Administrator Certification Program on Wednesday, March 30, 2022. That is the final course required. Leslie ordered 135 pairs of Fire Stoppers for tenants and community room stoves.

M/Butler S/Luddy-Ross Motion to approve the Executive Directors report for March, 2022 as presented. Unanimous vote.

The Check Register and Employee Earnings reports through April 12, 2022 were discussed.


M/Butler, S/Luddy-Ross. Motion to approve the Check Register through April 12, 2022 as presented. Unanimous vote.

M/Butler, S/Cahill. Motion to approve the Employee Earnings Record through April 12, 2022 as presented . Unanimous vote.

The Accountant's Report through February 28, 2022 was presented.

M/Cahill, S/Luddy-Ross. Motion to acknowledge the Accountant's Report through February 28, 2022. Unanimous vote.

M/Cahill, S/Butler. Motion to adjourn the meeting at 9:30 a.m. Vote unanimous.


Executive Director

Attested 
Sandra Luddy-Ross, Clerk