



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET

EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES REGULAR MONTHLY MEETING

July 12, 2022

9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, July 12, 2022 with said meeting called to order at 9:04 a.m. by Chairman Larry Davidson.

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

Board Members Absent:

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

Sandra LaValle had some concerns regarding the laundry room rug, the sprinkler outside of her building and the work the Sheriff's Department Work Crew is performing. The Executive Director has and will address her issues. Larry Davidson told her that if she has concerns with the day to day operations of the Housing Authority she should address the Executive Director personally. If she does not feel her concerns are being addressed, she may request to be put on the agenda for the Board meeting and time will allowed for her to address such issues.

There were 30 work orders generated, 33 completed. East Bridgewater D.P.W. shut down the water for all of Riddell Road so that Krugger Construction could replace a water shut off, new valve and riser in building 24. Trent Martin Plumbing replaced the interior building shut off valve in 24-2 and replaced kitchen sink water stops for faucet in 24-4. Bruce McKean painted walls, ceilings and kitchen cabinets in 23-1. Plymouth County Sheriff's work crew power washed outside family units and 34/44 Prospect Street. Huntington Electric replaced a fire system panel at 34/44 Prospect. Battery was purchased for F-350 truck and installed in house.

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

The office renovation/repair project #083054 was discussed. The office repairs have been completed, we are just waiting for paperwork from Damazio Brothers, Inc. to close out the project and submit final payment.

The Board was given the Pet Policy for review. Dr. Rosemary Botelho from Bridgewater Veterinary Clinic, Corinne Lawson; Project and Development Coordinator from the APCSM, Vicki Duarte, Mary Burns and Suzanne DeRienzo have agreed to be on our Pet Committee to resolve any issues resulting from complaints regarding pets.

M/Luddy-Ross, S/Cahill. Motion to adopt the East Bridgewater Housing Authority Pet Policy with the above- named Pet Committee members. Unanimous vote.

The Board was given the Emergency Overtime Policy for review.

M/Butler, S/Kozuch. Motion to accept the Emergency Overtime Policy. Unanimous vote.

The Board was given the Antidiscrimination Policy for review.

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

The Board of Health Certified that we were in compliance in regards to 23-5 Riddell Road's patio ceiling which has been painted.

D.H.C.D. has awarded the Authority with funds to update the septic systems at Prospect Street. The monies are funded by the ARPA program.

Requests for FY 2023 proposals for elevator and extermination maintenance were received as follows:

Extermination:	Burgess Pest Control	\$815.00
Elevator Maintenance	United Elevator	\$255.00
	Atlantic Elevator	\$250.00

M/Luddy-Ross, S/Kozuch. Motion to use Burgess Pest Control for \$815.00 for annual pest control, beginning July 1, 2022 until June 30, 2023. Unanimous vote.

M/Butler, S/Cahill. Motion to use United Elevator for monthly elevator maintenance at \$255.00 per month beginning July1, 2022 until June 30, 2023. Unanimous vote.

A flooring contract has gone out to bid, which is being reviewed. No vote is needed at this time.

A contract with Constellation was presented to the Board. A contract has been signed starting December 13, 2022 and ending December 14, 2025 to supply electricity at a price of \$0.16890 kwh.

M/Luddy-Ross, S/Butler. Motion to approve a contract with Constellation starting December 13, 2022 and ending December 14, 2025 to supply energy at a price of \$0.16890 kwh. Unanimous vote.

The Board discussed reorganization. Noreen Cahill is now an elected member of the Board. The Board would like to reorganize and have her be the Clerk and Sandra Luddy-Ross will retain her Treasurer role. All other roles will remain the same.

M/Luddy-Ross, S/Butler. Motion to have Noreen Cahill assume role as Clerk of the East Bridgewater Housing Authority, Sandra Luddy-Ross will remain in her role as Treasurer and all other roles will remain the same. Unanimous vote.

The Minutes of May 10, 2022 were presented.

M/Butler, S/Kozuch. Motion to approve the minutes of May 10, 2022 as presented. Unanimous vote.

The minutes of June 14, 2022 were presented.

M/Kozuch, S/Luddy-Ross. Motion to approve the minutes of June 14, 2022. Unanimous vote.

The Executive Director's Report for June 2022 was presented. There were two vacancies as of June 30, 2022 and one lease was signed in June 2022. No credits were issued. The number of applicants on our Wait List as of June 30, 2022 is 9,499. Leslie met with employees at Whitman Housing to discuss advertising for the Fair Housing Marketing Plan on June 2, 2022. The Board of Health Inspected the porch ceiling at 23-5 on June 14, 2022. A site visit was done on June 21, 2022 for the flooring contract proposal. Kone Elevator visited 100 Prospect Street on June 22, 2022 for the elevator contract proposal. The Plymouth County Sheriffs Dept. started power washing the family units on Tuesday, June 28, 2022.

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

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

M/Cahill, S/Butler. Motion to approve the Check Register through July 12, 2022 as presented. Unanimous vote.

M/Luddy-Ross, S/Kozuch. Motion to approve the Employee Earnings Record through July 12, 2022 as presented. Unanimous vote.

The Accountant's Report through May 31, 2022 was presented.

M/Butler, S/Cahill. Motion to acknowledge the Accountant's Report through May 31, 2022. Unanimous vote.

M/Butler, S/Cahill. Motion to adjourn the meeting at 9:40 a.m. Vote unanimous.

Lislie Lundstrom
Executive Director

Attested Noreen Cahill
Noreen Cahill, Clerk