



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET

EAST BRIDGEWATER, MASSACHUSETTS 02333

Tel: (508) 378-3838

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MINUTES REGULAR MONTHLY MEETING

June 13, 2023

9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, June 13, 2023 with said meeting called to order at 9:00 a.m. by Vice Chairman Christine Butler.

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

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| Board Members Absent: | Larry K. Davidson | Chairman |
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| Others Present: | Leslie Lundstrom | Executive Director |
| | Suzanne DeRienzo | Administrative Assistant |
| | Rob Wilson | Maintenance Mechanic Laborer |

Leslie read three pieces of correspondence. Two tenants expressed thanks for Rob on his work order performances and one tenant thanked Leslie for her help with a tenant medical emergency.

Robert Wilson presented the maintenance report for May 2023. 40 work orders were generated and 41 were completed. Patriot Services snaked a clog at 76 & 89. Johnson Controls did semi-annual fire alarm testing. Patriot Services jetted the lines at 100 Prospect Street after septic pumping. Yankee Sprinkler inspected fire extinguishers at Riddell Road and 100 Prospect Street. Claude DeBord did semi-annual pumping at Riddell Road and Prospect Street properties.

M/Cahill, S/Kozuch. Motion to approve the Maintenance Report for May 2023 as presented. Unanimous vote.

ARRPA 689 Fire Alarm System Upgrade #083060 – John Murphy Jr. from John Murphy Construction & Engineering Corp. submitted construction documents to EOHLC.

ARPA 667-1 Walkways #083061 – EOHLC’s House Dr. has requested a revision to fee proposal from BSG Group Architects.

ARPA 667-3 Common Hallway Flooring #083062 – It has been determined that all the flooring must be removed before installing new vinyl plank flooring in the common area hallways. Continental Flooring is working on scheduling right now.

ARPA 667-1 & 2 Fire System #083067 – There is nothing to report for this project at this time.

Executive Office of Housing and Livable Communities has released Fair Market Rents for 2023.

M/Kozuch, S/Cahill. Motion to approve the 2023 Fair Market Rents. Unanimous vote.

Executive Office of Housing and Livable Communities has released the 2023 Tenant Income Limits.

M/Kozuch, S/Cahill. Motion to approve the 2023 Tenant Income Limits. Unanimous vote.

Leslie presented the Occupancy Policy for review.

M/Luddy-Ross, S/Cahill. Motion to approve the Occupancy Policy. Unanimous vote.

Leslie presented the Procurement Policy for review.

M/Cahill, S/Kozuch. Motion to approve the Procurement Policy. Unanimous vote.

Leslie presented the Wage Match Policy for review.

M/Luddy-Ross, S/Cahill. Motion to amend and approve the Wage match Policy. Unanimous vote.

Leslie presented the Maternity (Parental) Leave Policy for review. This policy needs amending. Prior policy was based on companies employing 6 or more employees. Leslie changed policy to match current Personnel Policy. Changes were also made to change Maternal to Parental and other verbiage.

M/Kozuch, S/Cahill. Motion to amend and approve the Parental Leave Policy. 3 Ayes, 1 Abstain.

Leslie presented the Management Plan – Section B – Personnel Policy for review.

M/Kozuch, S/Cahill. Motion to amend and approve the Management Plan – Section B – Personnel Policy. Unanimous vote.

Leslie discussed appointing Robert Wilson as the Housing Authority's Alternate Project Contract Officer as per EOHLC's software requirements.

M/Luddy-Ross, S/Cahill. Motion to approve Robert Wilson as the Alternate Project Contract Officer. Unanimous vote.

Requests for FY2024 proposals for elevator service, extermination and septic pumping were received.

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| Extermination: | Burgess Pest Control | \$815.00 |
| Elevator Maintenance: | United Elevator | \$265.00 |
| | Atlantic Elevator | \$290.00 |

Septic Pumping: Claude DuBord \$0.15 per gallon - subject
Wind River Environmental \$0.16 per gallon plus \$89

M/Luddy-Ross, S/Kozuch. Motion to use Burgess Pest Control for \$815.00 for annual pest control, beginning July 1, 2023 until June 30, 2024. Unanimous vote.

M/Cahill, S/Kozuch. Motion to use United Elevator for \$265.00 for monthly service for the elevator at 100 Prospect Street, beginning July 1, 2023 until June 30, 2024. Unanimous vote.

M/Cahill, S/Luddy-Ross. Motion to use Claude Dubord & Sons, Inc. for \$0.15 per gallon subject to changes beyond their control (mainly disposal costs) for septic pumping, beginning July 1, 2023 until June 30, 2024. Unanimous vote.

Leslie presented the Vacated TAR's Write Offs for June 2023 prepared by our accountant. The prior tenants will still owe the money, but the monies owed will be taken off the accounting books. The Write Off's total is \$5263.00.

M/Cahill, S/Kozuch. Motion to approve Vacated TAR's Write Offs for June 2023 in the amount of \$5263.00. Unanimous vote.

The minutes of May 9, 2023 were presented. A temporary clerk needs to be appointed for the May 9, 2023 minutes due to Noreen not attending that meeting.

M/Luddy-Ross, S/Cahill. Motion to appoint Brenda Kozuch as temporary clerk for the May 9, 2023 minutes. Unanimous vote.

M/Luddy-Ross, S/Kozuch. Motion to approve the May 9, 2023 minutes. Unanimous vote.

The Executive Director's Report for May 2023 was presented. There was 3 vacancies as of May, 2023. One new lease was signed in May and no credits were issued. The number of applicants on our wait list as of May 31, 2023 was 11,899. Waitlist screening is ongoing. Rob and Leslie attended a SMEDA meeting on May 17, 2023 at Barretts Alehouse. Rob Garrett Facilities Management Supervisor from EOHLIC to discuss the maintenance PMR requirements. Leslie attended an Employment Training webinar on May 31, 2023 presented by Atty. Courtney Mayo from Hassett & Donnelly. Leslie has been working on disposition.

M/Cahill, S/Kozuch. Motion to approve the Executive Directors report for May 2023 as presented. Unanimous vote.

The Check Register and Employee Earnings report through June 13, 2023 were presented.

M/Luddy-Ross, S/Kozuch. Motion to approve the Check Register through June 13, 2023 as presented. Unanimous vote.

M/Cahill, S/Luddy-Ross. Motion to approve the Employee Earnings Record through June 13, 2023 as presented. Unanimous vote.

The Accountant's Report through April 30, 2023 was presented.

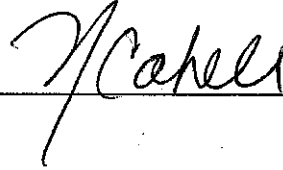
M/Luddy-Ross, S/Cahill. Motion to acknowledge the Accountant's Report through April 30, 2023. Unanimous vote.

M/Kozuch, S/Luddy-Ross. Motion to adjourn the meeting at 10:21 a.m. Vote unanimous.



Executive Director

Attested



Clerk