



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES  
REGULAR MONTHLY MEETING  
January 10, 2023  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, January 10, 2023 with said meeting called to order at 9:00 a.m. by Chairman Larry Davidson.

Board Members Present:	Larry Davidson	Chairman
	Christine Butler	Vice-Chairman
	Sandra Luddy-Ross	Treasurer
	Brenda Kozuch	Assistant Treasurer
Board Members Absent:	Noreen Cahill	Clerk
Others Present:	Leslie Lundstrom	Executive Director
	Suzanne DeRienzo	Administrative Assistant
	Rob Wilson	Maintenance Mechanic Laborer

No correspondence was received in the month of December 2022.

Robert Wilson presented the maintenance report for December 2022. 42 work orders were generated and 49 were completed. Bill Hogan Electric rewired the heater panel in ceiling at 24-2. He also rewired common area lights in building 24 and 88 due to power outage. Robert Irvine & Sons installed a main shut off in building 52 and a toilet shut off in 65-5. Yankee Sprinkler collected and disposed of 6 old fire extinguishers found in the electric closets at 667-1. Pete Huntington installed a strobe and a smoke detector in the office bathroom and 2 heat detectors in the office area at 100 Prospect Street. Robert Irvine & Sons repaired a leak in the file room at 100 Prospect Street and replaced 2 zone valves at 95 Prospect Street.

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

ARRPA 689 Fire Alarm System Upgrade #083060 – nothing new to discuss.

ARRPA 667-1 Walkways #083061 – nothing new to discuss.

ARRPA 667-3 Common Hallway Flooring #083062 – Aaron from Green Environmental visited 100 Prospect Street to test the flooring for asbestos on January 9, 2023.

Formula Funding 5001 FY2025 Amendment #9 – nothing new to discuss.

A Space Heater Policy was discussed. Brenda and Tina thought that the verbiage in the last paragraph should be a bit more detailed to deter tenants from using a space heater in their apartment. I will reword the policy and will present it at the February 2023 meeting.

667-1 & 667-2 Fire System #083057 – We have a project in our CIP to replace our Fire System Panel. In October we incurred a cost of \$5461.51 to repair this fire panel. We have a quote of \$11,428.77 to make more needed repairs. These repairs are taxing our operating monies. I authorized the \$11,428.77 repair with Johnson Controls at Kate from RCAT's suggestion. Kate will make a revision in our CIP to include these expenses for reimbursement in our #083057 project.

The PMR Review YE 6/30/22 was presented.

**M/Butler, S/Kozuch.** Motion to accept the PMR Review YE 6/30/22. Unanimous vote.

The minutes of December 13, 2022 were presented. A temporary clerk needs to be nominated to approve the minutes.

**M/Luddy-Ross, S/Kozuch.** Motion to nominate Christine Butler as temporary clerk for the December 13, 2022 meeting. Unanimous vote.

**M/Kozuch, S/Luddy-Ross.** Motion to approve the minutes of December 13, 2022 as presented. Unanimous vote.

The Executive Director's Report for December 2022 was presented. There were 7 vacancies as of December 31, 2022 and two leases were signed in December. No credits were issued. Number of Applicants on Wait List as of December 31, 2022 – 11,098. Waitlist screening is ongoing. Leslie attended a zoom housing court hearing on December 8, 2022. Suzanne and Leslie attended an online CORI training on December 13, 2022. Todd Larson, our Facilities Management Specialists visited the office on December 21, 2022 to assist in closing out our Performance Management Review pertaining to maintenance. Suzanne and Leslie attended online training for CHAMP on December 28, 2022.

There was discussion amongst the Board on the CHAMP application process. The consensus was that the sheer volume of applicants to screen is daunting and unfair to Housing Staff along with applicants.

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

The Check Register and Employee Earnings reports through January 10, 2023 were discussed.

**M/Kozuch, S/Butler.** Motion to approve the Check Register through January 10, 2023 as presented. Unanimous vote.

**M/Butler, S/Kozuch.** Motion to approve the Employee Earnings Record through January 10, 2023 as presented. Unanimous vote.

The Accountant's Report through November 30, 2022 was presented.


**M/Luddy-Ross, S/Kozuch.** Motion to acknowledge the Accountant's Report through November 30, 2022. Unanimous vote.

**M/Butler, S/Luddy-Ross.** Motion to adjourn the meeting at 9:40 a.m. Vote unanimous.



Executive Director

Attested



Temporary Clerk