



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

Tel: (508) 378-3838

Fax: (508) 378-3880

MINUTES  
REGULAR MONTHLY MEETING  
October 11, 2022  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, October 11, 2022 with said meeting called to order at 9:00 a.m. by Vice Chairman Christine Butler.

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

Board Members Absent:	Larry Davidson	Chairman
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Others Present:	Leslie Lundstrom	Executive Director
	Suzanne DeRienzo	Administrative Assistant
	Rob Wilson	Maintenance Mechanic Laborer
	Daniel Robillard	Milne, Shaw & Robillard, PC

Daniel Robillard presented the budget for YE2023. Some of the key highlights were:

- The allowable non-utility expense (ANNUEL) was increased by 9%.
- 5% increase to maximum unit-based Executive Director Salaries with board approval.
- 5% maximum increase to administrative salaries.
- Heat pump exemption increased to \$150.00 for each unit.

**Motion:** Sandra Luddy-Ross moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 400-1 for fiscal year ending 6/30/2023 showing a total revenue of \$838,598 and total expenses of \$809,219 thereby requesting a subsidy of \$8,618. Noreen Cahill seconded the motion which, upon roll-call was passed by a vote of 4 for to 0 against.

**Motion:** Noreen Cahill moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 689-1 for fiscal year ending 6/30/2023 showing total revenue of \$29,284 and total expenses of \$27,397 thereby requesting a subsidy of 0. Brenda Kozuch seconded the motion which, upon rollcall, was passed by a vote of 4 for 0 against.

There was no correspondence for the month of September 2022.

Robert Wilson presented the maintenance report for September 2022. 63 work orders were generated and 50 were completed. Inspections were performed at our 667-1 development. Sheriff Department Work Crew has been painting and installing storm doors at Riddell Road. Johnson Controls changed a smoke detector at 38 Riddell Road and reset the fire system. Patriot Services cleared a bathtub drain in 89-2. Burgess Electric installed three electric outlets in the 100 Prospect Street office and repaired a wire that was cut in the office during the office renovation project.

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

The ARPA Common Hallway Flooring #083062 was discussed. RESCOM Architects has submitted a fee proposal of \$9500.00. RCAT plans to approve this fee proposal.

Leslie presented for Board approval a postage service instead of buying stamps at the post office. Putting on individual stamps for the ounces required for mailings is burdensome and time consuming. Stamps.com provides a convenient cost-effective service to ease the burden of multiple mailings.

**M/Cahill, S/Kozuch.** Motion to approve incorporating Stamps.com in the purchasing of postage. Unanimous vote.

Leslie discussed promoting Robert Wilson, who holds the title of Maintenance Mechanic Laborer to Maintenance Mechanic Laborer Supervisor in the field. With this promotion Leslie would like to increase his hourly wage from \$30.35 to \$32.35 per hour. Leslie feels that he has demonstrated the skills for this position.

**M/Luddy-Ross, S/Cahill.** Motion to approve the promoting of Robert Wilson to Maintenance Mechanic Supervisor in the field at an hourly rate of \$32.35 per hour. Unanimous vote.

Leslie presented the updated Executive Director salary schedule to the Board for approval.

**M/ Luddy-Ross, S/Kozuch.** Motion to approve the Executive Director salary of \$79,597.00 as allowed by D.H.C.D.

Leslie discussed the upcoming Fall Conference and requested approval for the Housing Authority to put in an ad in the Mass NAHRO Fall Conference book for \$60.00. Mass NAHRO is instrumental in advocating for and helping Local Housing Authorities.

**M/Kozuch, S/Cahill.** Motion to approve the East Bridgewater Housing Authority ad in the Fall Conference book for \$60.00. Unanimous vote.

Paradigm Energy is currently working at 34/44 Prospect Street. They are caulking and restoring seals around window frames as needed, installing baskets behind electrical outlets and switches

The Board was presented with the Agreed Upon Procedures Audit for YE2022. There were two exceptions on this Audit. One was an error made by our Fee Accountant appropriating payroll expenses. This error has been corrected. The other exception was the Housing Authority paying sales tax for Indeed, Inc. Leslie has contacted Indeed, Inc. and set up our account to reflect that we do not pay sales tax in the future.

The Board was also presented the Performance Management Review for YE 2022. There were no findings on this report.

The minutes of September 13, 2022 were discussed. We do not have a quorum to appoint a temporary clerk, for this meeting or to approve this meeting. We will table until the November meeting.

The Executive Director's Report for September 2022 was presented. There were four vacancies as of September 30, 2022 and no leases were signed in September 2022. A \$94.20 credit was issued for a tenant against an invoice. The number of applicants on our Wait List as of September 30, 2022 is 10,297. Waitlist screening is ongoing. The Housing Authority purchased a 2022 F-250 Ford Super Duty truck with plow. Leslie attended a CHAMP PMR training on September 7, 2022, virtually. Leslie also attended Employment Law Training on September 13, 2022, presented by James Pender and Richard Gello, Esquires from the Morgan Brown & Joy law firm. Topics included Progressive Discipline for LHA's and Civil Service rights after 5 years of employment. Leslie attended a meeting with Ben Stone, Division Director at D.H.C.D on September 21, 2022. Topics included Budget guidelines, increases in salaries, vacancy fee update, PMR maintenance overhaul, rent calculation, regulation changes coming and CHAMP geographic filter options. Leslie also attended a Housing Court meeting on September 21, 2022. Leslie attended a Housing Navigator Meeting on September 27, 2022. Housing Navigator will take place of MassAccess which is a public listing of properties that offer disabled housing. On September 27, 2022, a pre-bid conference was held at 100 Prospect Street for the Plumbing Contract Leslie is working on. No one attended the meeting.

**M/Cahill, S/Kozuch.** Motion to approve the Executive Directors report for September 2022 as presented. Unanimous vote.

The Check Register and Employee Earnings reports through October 11, 2022 were discussed.

**M/Luddy-Ross, S/Cahill.** Motion to approve the Check Register through October 11, 2022 as presented. Unanimous vote.

**M/Kozuch, S/Cahill.** Motion to approve the Employee Earnings Record through October 11, 2022 as presented. Unanimous vote.

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

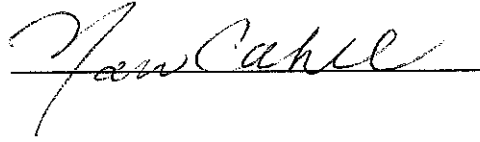
**M/Cahill, S/Kozuch.** Motion to acknowledge the Accountant's Report through August 31, 2022. Unanimous vote.

**M/Kozuch, S/Cahill.** Motion to adjourn the meeting at 10:09 a.m. Vote unanimous.



Executive Director

Attested



Clerk