



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES  
REGULAR MONTHLY MEETING  
November 15, 2022  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, November 15, 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

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

Correspondence was received by two tenants commending Suzanne DeRienzo, Anthony Gareri and Leslie Lundstrom on the great job they are doing at the Housing Authority.

Robert Wilson presented the maintenance report for October 2022. 43 work orders were generated and 49 were completed. Johnson Controls repaired a short in a communication wire at 38 Riddell Road. All tenant apartment door locks were replaced in the 667-1 development as well as 38 Riddell Road and all electric rooms in the 667-1 development. Maxie Clean replaced a kitchen floor in 53-6. Bruce McKean painted apartments 24-4 and 64-7. Hometown Carpet cleaned carpet in 24-4 and 203. Dorsey & Son replaced two heat zone valves in the warehouse at 100 Prospect Street and in 104.

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

Our AUP Y/E 2022 had an exception regarding payroll. It was a clerical error, has been corrected by our accountant and the exception went away.

The ARPA Common Hallway Flooring Project #083062 was discussed. RESCOM Architects did a site visit on October 31, 2022 at 100 Prospect Street.

The ARPA 689 Fire Alarm System Upgrade Project #083060 funding contract was presented for approval.

**M/Cahill, S/Luddy-Ross.** Motion to approve the ARPA 689 Fire Alarm System Upgrade Project #083060 funding contract. Unanimous vote.

Leslie presented a tenant lock out policy for approval.

**M/Luddy-Ross, S/Cahill.** Motion to approve the tenant lock out policy as presented. Unanimous vote.

Leslie presented bids for a plumbing service contract. The contract is for a one year period beginning December 1, 2022 and ending December 1, 2023. Only one bid was received. Robert Irvine & Sons presented a bid of \$128.00 per hour for regular hours and \$167.00 per hour for after hour plumbing needs.

**M/ Cahill, S/Kozuch.** Motion to approve a one year service contract with Robert Irvine & Sons starting December 1, 2022 and ending December 1, 2023 with option for renewal for two additional years. Unanimous vote.

The minutes of September 13, 2022 were presented. We did not have a quorum to appoint a temporary clerk for this meeting or to approve this meeting. We will table these minutes until the December meeting.

The minutes of October 11, 2022 were presented.

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

The Executive Director's Report for October 2022 was presented. There were five vacancies as of October 31, 2022 and no leases were signed in October. No credits were issued. Number of Applicants on Wait List as of October 31, 2022 – 10,550. Waitlist screening is ongoing. The current CD we have with Bluestone Bank has matured. This account will automatically renew for another 6 months. Leslie attended Zoom meetings with Atty. Martin Rooney on October 5 & 12, 2022 for tenant matters. Paradigm Energy performed weatherization work at 34-44 Prospect Street on October 11, 25 and 26, 2022. Kim Gomez, Housing Mgt. Specialist and Todd Lawson, Facilities Mgt. Specialists visited the Housing Authority on October 19, 2022 for our Performance Management Review. Results to follow. Leslie and Suzanne attended a SMEDA meeting on October 26, 2022 at Barrett's Alehouse. Topic was Protections for Survivors of Domestic Violence in State Programs, presented by Atty. Manette Donovan. Leslie is looking into an automated phone service to deliver messages to tenants.

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

The Check Register and Employee Earnings reports through November 15, 2022 were discussed.

**M/Cahill, S/Luddy-Ross.** Motion to approve the Check Register through November 15, 2022 as presented. Unanimous vote.

**M/Kozuch, S/Cahill.** Motion to approve the Employee Earnings Record through November 15, 2022 as presented. Unanimous vote.

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

**M/Kozuch, S/Cahill.** Motion to acknowledge the Accountant's Report through September 30, 2022. Unanimous vote.

The Accountant's Quarterly Operating Statement through September 30, 2022 was presented.

**M/Luddy-Ross, S/Cahill.** Motion to acknowledge the Accountant's Quarterly Operating Statement through September 30, 2022. Unanimous vote.

**M/Luddy-Ross, S/Cahill.** Motion to adjourn the meeting at 9:29 a.m. Vote unanimous.

Leslie Sundstrom Attested M Cahill

Executive Director

Clerk