



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES
REGULAR MONTHLY MEETING
December 12, 2023
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, December 12, 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
 Robert Wilson Maintenance Mechanic Laborer

Leslie presented the maintenance report for November 2023. 51 work orders were generated and 38 were completed. Johnson Controls repaired a broken wire in a ground access box. They also did their semi-annual testing. Patriot Services removed a clog from the main sewer line for 64-1. John West Tree Service removed trees and trimmed others. Quality Maintenance Landscaping performed fall clean up.

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

ARPA 689 Fire Alarm System Upgrade #083060 – A pre-bid conference was held on November 1, 2023. Bids were due November 15, 2023. Bids were received – as follows:

William Hogan Electric, LLC - \$40,539.67
Williams Electric, LLC - \$44,290.00
Brite Lite Electric - \$62,875.00

After reference checks were completed by John Murphy, Jr. Electrical Construction & Engineering, Inc., John recommended we proceed with awarding the contract to William Hogan Electric, LLC. to replace our fire alarm panel at 34/44 Prospect Street. Award amount is \$40,539.67.

M/Butler, S/Kozuch. Motion to approve awarding William Hogan Electric, LLC the #083060 689 fire alarm panel replacement project, in the amount of \$40,539.67. Unanimous vote.

ARPA 667-1 Walkways #083061 – There is no updated information to report on this project.

ARPA 667-1 & 2 Fire System #083067 – There is no updated information to report on this project.

667-1 Exterior Balcony & Stairwells Painting #083069 – Cynthia Peirce Barney, our project manager has approved changing the Exterior Balcony & Stairwells Study to Exterior Balcony & Stairwells Painting. If these stairs are painted it will eliminate the need for a study to replace them as the welding previously done and this painting will prolong the stairs for years to come.

EOHLC will increase the ARPA Contract for Financial Assistance for project #083060 689 Fire Alarm System Upgrade from \$35,574 to \$67,544 an increase of \$31,970. We have not received updated contract yet.

M/Luddy-Ross, S/Butler. Motion to approve ARPA Contract for Financial Assistance for project #083060 689 Fire Alarm System Upgrade from \$35,574 to \$67,544 an increase of \$31,970. Unanimous vote.

We were awarded a FY24 Sustainability Initiative for Energy Conservation #083071 667-1,2,3 & 705 Refrigerators. Award Amount is \$88,136 to replace our aged refrigerators.

M/Butler, S/Kozuch. Motion to approve FY24 Sustainability Initiative for Energy Conservation #083071 667-1,2,3 & 705 Refrigerators. Award amount \$88,136. Unanimous vote.

EOHLC has added a Flooring Abatement project #083073 to our YE 2024 Formula Funding in the amount of \$24,264.00. This is to cover costs regarding apartment floor asbestos remediation. Leslie had anticipated two apartment flooring remediation services. At this time, only one apartment has needed this remediation. Leslie will discuss this with our Regional Assistance for clarification on how to proceed.

M/Luddy-Ross, S/Butler. Motion to approve Flooring Abatement to our YE 2024 Formula Funding. Unanimous vote.

EOHLC has added an Emergency Roof Repair project #083074 to our YE 2024 Formula Funding in the amount of \$2313.62. This will cover costs associated with trying to patch the roof to alleviate an active roof leak. This patch did not rectify the problem and we are awaiting a total roof repair.

M/Butler, S/Kozuch. Motion to approve Emergency Roof Repair project #083074 to our YE2024 Formula Funding for reimbursement of roof repair. Unanimous vote.

105 CMR 410.100(A)(6) State Sanitary Code – 100 Prospect Street Refrigerator variance was discussed. The Board of Health as approved a refrigerator variance to 100 Prospect Street apartments G-01, G-04, G-05, 101, 102, 103, 105, 106, 107, 109, 202, 203, 204, 205, 206, 207,

208 and 209. State Sanitary Code requires a refrigerator with a freezer containing a combined storage area of at least 11.0 cubic feet. The apartments outlined do not have enough space in the kitchen for an 11 cubic foot refrigerator. Leslie filed this variance with the Registry of Deeds.

M/Luddy-Ross, S/Kozuch. Motion to approve the 105 CMR 410.100(A)(6) State Sanitary Code – 100 Prospect Refrigerator variance for apartments G-01, G-04, G-05, 101, 102, 103, 105, 106, 107, 109, 202, 203, 204, 205, 206, 207, 208 and 209. Unanimous vote.

Leslie signed a contract and notice to proceed with Action, Inc. for replacement of 667-1 windows. The LEAN program will allow Action, Inc. to install windows free of charge to the Housing Authority if they are not energy efficient. They will replace 210 windows.

M/Butler, S/Kozuch. Motion to approve contract and notice to proceed with Action, Inc. to replace 210 non energy efficient windows at our 667-1 development. Unanimous vote.

The minutes for November 14, 2023 were presented for approval. A temporary clerk for this meeting is needed.

M/Butler, S/Luddy-Ross. Motion to approve Brenda Kozuch as temporary clerk for the November 14, 2023 meeting. Unanimous vote.

M/Butler, S/Luddy-Ross. Motion to approve the minutes of November 14, 2023. Unanimous vote.

The Executive Director's Report for November 2023 was presented. There were two vacancies as of November 30, 2023 and three leases were signed. A credit of \$7.00 was issued. The number of applicants on our wait list as of November 30, 2023 was 14,667. Waitlist screening is ongoing. Leslie is actively involved with forwarding information to Gary DePace CPA, Pc for our YE 2023 Agreed Upon Procedures audit. On November 8, 2023 Suzanne, Rob, Tony and Leslie attended a tenant informational meeting presented by Colin Heneghan from Action, Inc. to talk about the air source heat pumps being installed at our Riddell Road property. Plumbers are on site presently installing these heat pumps. Leslie also met with Karen Dayton from South Shore Bank to discuss Government Banking Options. Karen changed our accounts to Government Accounts as should be and looked at our Money Market Account. She increased our Government Banking Money Market rate from 2% APY to 4.5% APY. This amount can fluctuate with the Government Banking Money Markets fluctuation. Rob and Leslie met with Kate Ferrera from the RCAT team to go over our Capital Improvement assessment needs for YE 2025 on November 9, 2023. Suzanne and Leslie attended CHAMP trainings virtually in November. Leslie sent out a request for bids for a new plumbing/heating contract on November 29, 2023

M/Luddy-Ross, S/Butler. Motion to approve the Executive Directors report for November 2023 as presented. Unanimous vote.

The Check Register and Employee Earnings report through December 12, 2023 were presented.

M/Butler, S/Luddy-Ross. Motion to approve the Check Register through December 12, 2023 as presented. Unanimous vote.

M/Kozuch, S/Butler. Motion to approve the Employee Earnings Record through December 12, 2023 as presented. Unanimous vote.

The Accountant's Report through October 31, 2023 was presented.

M/Luddy-Ross, S/Butler. Motion to acknowledge the Accountant's Report through October 31, 2023. Unanimous vote.

M/Butler, S/Luddy-Ross. Motion to adjourn the meeting at 9:39 a.m. Vote unanimous.

Lucie Sundstrom Attested Brenda Kozuch

Executive Director

Temporary Clerk