



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES
REGULAR MONTHLY MEETING
February 14, 2023
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, February 14, 2023 with said meeting called to order at 9:00 a.m. by Chairman Larry Davidson.

Board Members Present: Larry Davidson Chairman
 Sandra Luddy-Ross Treasurer
 Brenda Kozuch Assistant Treasurer
 Noreen Cahill Clerk

Board Members Absent: Christine Butler Vice-Chairman

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

Leslie read a note from a tenant expressing her gratification for Housing and how it makes her life easier.

Robert Wilson presented the maintenance report for January 2023. 44 work orders were generated and 44 were completed. Claude DeBord & Sons pumped the septic tanks at 667-1. Patriot Services water jetted the sewer line at 667-1. Robert Irvine & Sons replaced a zone valve in at G-05. Hometown Carpet Cleaning cleaned carpets at 5-2, 6-5 & 89-6.

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

ARRPA 689 Fire Alarm System Upgrade #083060 – no updates to discuss.

ARPA 667-1 Walkways #083061 – no updates to discuss.

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

ARPA 667-1 & 2 Fire System #083057 – D.H.C.D. will reimburse the Housing Authority for immediate repairs needed for the fire system under this project.

The Space Heater Policy was presented for approval.

M/Cahill, S/Kozuch. Motion to approve the space heater policy as presented. Unanimous vote.

The East Bridgewater Housing Authority Town Report was presented.

M/Luddy-Ross, S/Cahill. Motion to approve the East Bridgewater Housing Authority Town Report. Unanimous vote.

Formula Funding for YE 2026 was presented.

M/Cahill, S/Luddy-Ross. Motion to approve the East Bridgewater Formula Funding for YE 2026. Unanimous vote.

The most current Capital Plan was presented. No vote is needed at this time. The Capital Plan is part of the Annual Plan and the Board will vote on the Annual Plan in March.

The MassNahro Spring Conference Program Book was discussed. The Housing Authority normally sponsors MassNahro with a \$60 advertisement donation.

M/Kozuch, S/Cahill. Motion to place an advertisement in the MassNahro Spring Conference Program Book in the amount of \$60.00. Unanimous vote.

A Temporary Clerk needs to be voted on to approve the January 2023 minutes.

M/Kozuch, S/Luddy-Ross. Motion to approve Brenda Kozuch as the temporary clerk for the January 2023 minutes. Unanimous vote.

The January 2023 minutes were presented for approval.

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

The Executive Director's Report for January 2023 was presented. There were 5 vacancies as of January 31, 2023. Two new leases were signed in January and no credits were issued. The number of applicants on our wait list as of January 31, 2023 is 11,439. Waitlist screening is ongoing. Leslie attended a virtual class with Cybersense for our Annual Plan on January 4, 2023. Suzanne attended five virtual excel classes in January. Classes were Excel Basics 1 & 2, Excel Databases, Excel Linking and Charting and Excel Advanced Formulas and Functions. The East Bridgewater Bldg. Dept. and EB Fire Department inspected 34/44 Prospect Street on January 9, 2023. Kate Ferreira from the RCAT team met with Leslie and Rob on January 11 to discuss our Capital Improvement Plan. Leslie worked with Beth from Cybersense on January 13, 2023 to submit our Y/E 2024 Annual Plan. Leslie attended a zoom meeting with MassAccess to post our property on their website as mandated by the state on January 20, 2023. Leslie met with Deb from Old Colony Elder Services and a potential tenant to view our empty congregate unit. Leslie attended a SHADO meeting on January 24, 2023 at Barretts in West Bridgewater to discuss tenant handbooks. All Housing Authority staff met with Vito DeSimone from The Smart Plan to discuss employee IRA contributions on January 30, 2023. A telephone communication system (PhoneVite) has been set up and will be used to send out timely messages to tenants when needed.

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

The Check Register and Employee Earnings report through February 14, 2023 were presented.

M/Luddy-Ross, S/Kozuch. Motion to approve the Check Register through February 14, 2023 as presented. Unanimous vote.

M/Kozuch, S/Cahill. Motion to approve the Employee Earnings Record through February 14, 2023 as presented. Unanimous vote.

The Accountant's Report through December 2022 was presented.

M/Cahill, S/Luddy-Ross. Motion to acknowledge the Accountant's Report through December 31, 2022. Unanimous vote.

The Quarterly Operating Statement through December 31, 2022 was presented.

M/Cahill, S/Kozuch. Motion to approve the Quarterly Operating Statement through December 31, 2022. Unanimous vote.

M/Luddy-Ross, S/Kozuch. Motion to adjourn the meeting at 9:37 a.m. Vote unanimous.

Heidi Lindstrom Attested _____

Executive Director

Clerk

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