



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

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

The East Bridgewater Housing Authority held its regular monthly meeting and Public Hearing on Tuesday, March 14, 2023 with said meeting called to order at 9:25 a.m. by Vice Chairman Christine Butler.

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

Leslie read two notes from two different tenants expressing what a great job maintenance did with snow removal and how helpful the office was in housing her.

Robert Wilson presented the maintenance report for February 2023. 42 work orders were generated and 32 were completed. Johnson Controls performed work required to bring the 667-1 & 2 properties to trouble free mode. There were no outside contractors that performed work for the Prospect Street developments for the month of February 2023.

**M/Kozuch, S/Cahill.** Motion to approve the Maintenance Report for February 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 – Notice of Approval to Bid was received from DHCD on February 24, 2023. Flooring bids are due March 31, 2023

ARPA 667-1 & 2 Fire System #083057 – D.H.C.D. Repairs were made to fire system at Riddell Road. Panel is reading normal now.

The East Bridgewater Housing Authority Annual Plan for Fiscal Year 2024 was presented. Brenda questioned why she was listed as Treasurer and not Assistant Treasurer. I told her that there is no Assistant Treasurer option in DHCD's Hafis site and that is where the Board information is downloaded from. Brenda also questioned the Housing Authorities response to CIP 2.3 page four narrative pertaining to our vacancies. She thought we did not answer the question. I told her I would speak to our specialist and address her concerns and make corrections if possible. She also noticed that the Preventative Maintenance Plan was in the Annual Plan twice and she also said that she would like to see the older policies reviewed and approved again. I told her I have been presenting old policies to the Board for review and approval for over a year and a half now and that I would continue to do so.

**M/Kozuch, S/Cahill.** Motion to approve the East Bridgewater Housing Authority Annual Plan for Fiscal Year 2024. 3 Ayes, 0 Nays.

Noreen wanted information on the emergency application procedure in the CHAMP application system. I told her that priority screening is sent out to applicants that apply for emergency housing. We grant or deny priority status based on the information received by the applicant. Third party verification is needed to grand priorities and preferences.

Brenda questioned the voting procedure we are currently using.

Contract for Financial Assistance (CFA) 5001 for YE 2026 Amendment #10 was presented. There was an increase in the awarded amount due to the addition of Emergency Septic Replacement #083058 in the amount of \$391,104.00. Total Amount is \$591,631.00.

**M/Cahill, S/Kozuch.** Motion to approve the East Bridgewater CFA 5001 for YE 2026 Amendment #10 in the amount of \$591,631.00. Unanimous vote.

Leslie reminded the Board that her contract is expiring on June 30, 2023. Leslie contacted her Management Specialists, Kim Gomez regarding this and Kim said nothing is needed at this time. Kim will let her know when the time comes to address her contract.

The February 2023 minutes were presented for approval. We do not have a quorum to vote on this meeting as Christine was not at the February meeting. We will table it until next month.

The Executive Director's Report for February 2023 was presented. There were 2 vacancies as of February 28, 2023. Three new leases were signed in February and no credits were issued. The number of applicants on our wait list as of February 28, 2023 is 11,739. Waitlist screening is ongoing. Leslie met with Thomas Carey from Paradigm Energy Services on February 8, 2023. Topics discussed were heat pumps, solar energy, attic insulation, nest thermostats and refrigerator replacement. He will contact me, at a later date when programs become available. Suzanne attended a virtual Excel Formulas & Functions class on February 9, 2023; Windows File Management class on February 10, 2023 and Mail Merge class on February 27, 2023. Inspections for family units were done on February 15, 2023. We have begun signing Prospect Street tenant's recertifications.

**M/Cahill, S/Kozuch.** Motion to approve the Executive Directors report for February 2023 as presented. Unanimous vote.

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

**M/Kozuch, S/Cahill.** Motion to approve the Check Register through March 14, 2023 as presented. Unanimous vote.

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

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

**M/Cahill, S/Kozuch.** Motion to acknowledge the Accountant's Report through January 31, 2023. Unanimous vote.

**M/Kozuch, S/Cahill.** Motion to adjourn the meeting at 9:56 a.m. Vote unanimous.

 Attested \_\_\_\_\_

Executive Director

Clerk 