



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES
REGULAR MONTHLY MEETING
April 11, 2023
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, April 11, 2023 with said meeting called to order at 9:00 a.m. by Chairman Larry K. Davidson.

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

Board Members Absent: None

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

No correspondence was received for the month of March 2023.

Robert Wilson presented the maintenance report for March 2023. 53 work orders were generated and 60 were completed. Robert Irvine & Sons replaced a hot water tank in 89A. John DeCosta Lock & Key replaced a lock in 104 and repaired a lock at 75 Prospect Street. Patriot Services unclogged a shower drain that was overflowing into the office at 100 Prospect Street.

M/Luddy-Ross, S/Cahill. Motion to approve the Maintenance Report for March 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 – Bidding on this flooring project closed out on March 31, 2023. The bidder with the lowest bid including the Alternate #1 bid was Continental Flooring Company. The designer is checking references.

M/Butler, S/Kozuch. Motion to award contract for Common Hallway Flooring Project #083062 to Continental Flooring Company in the amount of \$53,188.00 to include the acceptance of Alternate #1 pending designer reference checks and approval. Unanimous vote.

ARPA 667-1 & 2 Fire System #083057 – no updates to discuss.

Leslie presented the East Bridgewater Housing Authority Annual Plan for Fiscal Year 2024 comments sheet that will be available for viewing in the Annual Plan. Sandra Luddy-Ross commented that she thinks the Executive Director is doing a great job in getting all of the policy updates completed. Brenda Kozuch commented that she thinks some of the older policy content may need updating. Leslie commented that the older policies will be given to the Board for approval at the May 2023 meeting.

The Board vote procedure was discussed. The Board agreed that the correct procedure is being followed. Brenda Kozuch questioned if we should keep the Guests heading on the agenda. The Board at this time feels that we should keep the Guests heading on the agenda.

Leslie presented the Wage Match Executive Director/Board Approval sheet. This sheet authorizes that all authorized employees at our Housing Authority have read and signed the Wage Match Acknowledgement Regarding Confidentiality of Information Form, DOR Disclosure and Security Training for Safeguarding Information Form and that our Authority has these signed acknowledgements on file.

The updated Labor & Industry Wage rates were discussed. Starting April 1, 2023 the new rate for Maintenance Custodian Laborer is \$29.19 per hour, a \$1.35 increase from last year. The Maintenance Mechanic Laborer rate is now \$31.67 per hour, a \$1.32 increase from last year. Discussed was Robert Wilson's extra hourly rate of \$2.00 as he is in a supervisory position now.

M/Luddy-Ross, S/Kozuch. Motion to approve the Labor & Industry Wage rate for the Maintenance Custodian Laborer for \$29.19 for the period April 1, 2023 to March 31, 2024. Unanimous vote.

M/Luddy-Ross, S/Kozuch. Motion to approve the Labor & Industry Wage rate for the Maintenance Mechanic Laborer for \$31.67 with an additional \$2.00 – total \$33.67 for the period April 1, 2023 to March 31, 2024. Unanimous vote.

Leslie presented a Replacement Key Policy to the Board for approval. We would like to change the charge for tenants' key replacement from \$5.00 to \$10.00 per key. Some of the keys that need procuring cost more than the \$5.00 we charge tenants. The time it takes maintenance to procure keys is also a factor in this charge.

M/Cahill, S/Butler. Motion to approve the East Bridgewater Replacement Key Policy. Unanimous vote.

Leslie presented an East Bridgewater Housing Authority Travel Policy for Board approval. The travel policy in the management plan was obsolete in some areas.

M/Butler, S/Cahill. Motion to amend and approve the East Bridgewater Housing Authority Travel Policy. Unanimous vote.

Leslie presented the Board with our management plan section containing a description of our Custodian Laborer duties. She also presented other Housing Authority's descriptions of their Custodian Laborer duties. These descriptions outlined that one of the duties of the Maintenance Custodian Laborer was minor plumbing and electrical repairs. Those duties were not outlined in our management plan. As long as the Director has been employed by this Housing Authority, the Maintenance Custodian Laborer has been performing these repairs not listed in the management plan. The director would like to include these repairs in the Management Plan Descriptive.

M/Butler, S/Cahill. Motion to amend the Maintenance Custodian Laborer Description in the Management Plan and to include minor electrical and plumbing repairs. Unanimous vote.

Leslie presented her contract for renewal. She is requesting a three year contract from July 1, 2023 to June 30, 2026 at an annual salary of \$79,597.00.

M/Luddy-Ross, S/Butler. Motion to approve Executive Director, Leslie Lundstrom's contract from July 1, 2023 to June 30, 2026 at an annual salary of \$79,597.00. Unanimous vote.

The minutes of February 14, 2023 were presented.

M/Kozuch, S/Cahill. Motion to approve the minutes of February 14, 2023. Unanimous vote.

The minutes of March 14, 2023 were presented.

M/Kozuch, S/Butler. Motion to approve the minutes of March 14, 2023. 3 Ayes, 2 abstain.

The Executive Director's Report for March 2023 was presented. There was 1 vacancy as of March, 2023. Two new leases were signed in March and no credits were issued. The number of applicants on our wait list as of March 31, 2023 was 12,132. Waitlist screening is ongoing. Leslie attended a S.A.L.T. presentation at the Council on Aging. The application process for prospective tenants was discussed. Bay State Shredding was here on March 10, 2023 to destroy paperwork that was approved by the Commonwealth of Massachusetts Records Conservation Board. Leslie attended a virtual Outlook Class on March 7th and 17th, 2023 presented by Cybersense. A pre-bid Hallway Flooring Replacement meeting was held on March 20, 2023. Leslie attended a SMEDA meeting at Barrett's Alehouse on March 21, 2023 – topic was Abandoned Property presented by Frank Flynn, Esq. from Flynn Law Group. Leslie attended a CHAMP training session virtually with Cybersense on March 28, 2023. Tenant recertification for May 1, 2023 has been completed.

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

The Check Register and Employee Earnings report through April 11, 2023 were presented.

M/Luddy-Ross, S/Cahill. Motion to approve the Check Register through April 11, 2023 as presented. Unanimous vote.

