



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, May 9, 2023 with said meeting called to order at 9:02 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

Board Members Absent: Noreen Cahill Clerk

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

Leslie read two pieces of correspondence. One tenant expressed pleasure with our new automated phone system and the landscaping at our Riddell Road Community Building and another complimented Rob Wilson on his timely work order completion.

Robert Wilson presented the maintenance report for April 2023. 72 work orders were generated and 56 were completed. Robert Irvine & Sons repaired a broken pipe in the kitchen wall at 89-5. Millenium Construction replaced a sliding door in 65-2. Patriot Services unclogged the main drains in 76-2 and 89-2. Robert Irvine & Sons replaced the indirect water tank at 64 Prospect Street. They also rebuilt shower valves in 106 and 210C. Maxi Clean ripped out carpet and linoleum and replaced it with vinyl plank flooring in 102. The DPW replaced the water meter at 100 Prospect Street. Pete Huntington upgraded a fire horn at 100 Prospect Street for 102. Bailey Motors replaced the front axel seal in the Ford 350 truck.

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

ARRPA 689 Fire Alarm System Upgrade #083060 – The electrical engineer, John Murphy should be submitting drawings to D.H.C.D. this week

ARPA 667-1 Walkways #083061 – No new updates, the work order is still awaiting approval from D.H.C.D.

ARPA 667-3 Common Hallway Flooring #083062 – We signed a contract with Continental Flooring and the preconstruction meeting will be on May 12, 2023.

ARPA 667-1 & 2 Fire System #083067 – Joe DiMare from D.H.C.D. was here and walked the property to create a work order. The work order was submitted and is awaiting approval from D.H.C.D.

Wage Match compliance and certification was discussed.

M/Butler, S/Kozuch. Motion to approve the Wage Match Compliance and Certification. Unanimous vote.

The Executive Director's contract has been approved by D.H.C.D. The contract will expire on June 30, 2026.

Amendments to the MA State Sanitary Code were approved and were effective April 1, 2023. One of the changes was that refrigerators provided by the Housing Authority must have a minimum combined storage of 11 cubic feet. I contacted Jean Marie Joyce from the East Bridgewater Board of Health and told her that we have many apartments at 100 Prospect Street that don't have the space for an 11 cubic foot refrigerator. She asked for a letter and listing of which apartments have limited space and she would give it to her Board to ask for a waiver for those apartments. I received notification that the enactment date of the amendment was delayed. The Board of Health will hold our letter for variance until the Code is in effect.

Leslie presented the Congregate Policy for review. The Board discussed making some changes to the verbiage of the policy that was approved in 1993.

M/Butler, S/Kozuch. Motion to amend and approve the current Congregate Policy. Unanimous vote.

Leslie presented the current Maintenance Staff Work Clothing Policy. She would like to amend the policy by adding a \$150.00 work boot allowance, which was voted by the Board of Commissioners on April 10, 2007.

M/Butler, S/Kozuch. Motion to amend and approve the Maintenance Staff Work Clothing Policy. Unanimous vote.

Leslie presented the Annual Plan listing of our current policies. The Affirmative Action Policy and the Equal Employment Opportunity Policy and Affirmative Action Plan was taken from our Management Plan approved in 1998. We now have updated policies in place for those policies and they are listed in the Annual Plan under the headings of Antidiscrimination/Harassment Policy and a Fair Housing Marketing Plan. Leslie would like to remove the current Affirmative Action Policy and the Equal Employment Opportunity Policy and Affirmative Action Plan from the excel sheet which is listed in our Annual Plan.

M/Butler, S/Kozuch. Motion to remove the Affirmative Action Policy and the Equal Employment Opportunity and Affirmative Action Plan policies from the Annual Plan listing. Unanimous vote.

Maintenance and other Charges Policy is also listed in our Annual Plan under policies. As outlined in the Annual Plan listing, this policy is included in the Maintenance Policy and Procedure Manual. I would like to remove the Maintenance and other Charges Policy listing as well. We have separate policy listings for individual maintenance policies.

M/Butler, S/Kozuch. Motion to remove the Maintenance and other Charges Policy from the Annual Plan listing. Unanimous vote.

The minutes of April 11, 2023 were presented.

M/Luddy-Ross, S/Kozuch. Motion to approve the minutes of April 11, 2023. Unanimous vote.

The Executive Director's Report for April 2023 was presented. There was 1 vacancy as of April, 2023. One new lease was signed in April and no credits were issued. The number of applicants on our wait list as of April 30, 2023 was 12,581. Waitlist screening is ongoing. Leslie met with Michael Cruz from DDS on April 6th with a prospective tenant for our congregate unit. W & W Moving and Storage moved and put into storage belonging's of former tenant who abandoned his apartment two years ago. All staff met with Vito DeSimone from the states Smart Plan (retirement plan) on April 19th to discuss contributions to this plan. Inspections were completed at our 100 Prospect Street development. Leslie met with Thomas Carey from Paradigm Energy Services on April 26th to discuss energy saving measures to include pinhole insulation in our 667-1 units and attic and pinhole insulation in our 667-2 units. Also discussed were heat pumps and energy efficient refrigerators.

M/Butler, S/Kozuch. Motion to approve the Executive Directors report for April 2023 as presented. Unanimous vote.

The Check Register and Employee Earnings report through May 9, 2023 were presented.

M/Butler, S/Luddy-Ross. Motion to approve the Check Register through May 9, 2023 as presented. Unanimous vote.

M/Butler, S/Kozuch. Motion to approve the Employee Earnings Record through May 9, 2023 as presented. Unanimous vote.

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

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

The Accountant's Quarterly Operating Statement through March 31, 2023 was presented.

M/Butler, S/Kozuch. Motion to acknowledge the Accountant's Quarterly Operating Statement through March 31, 2023. Unanimous vote.

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

Rebecca Lundstrom Attested *Brenda Kozuch*

Executive Director

Clerk