



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET

EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES REGULAR MONTHLY MEETING

July 11, 2023

9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, July 11, 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
	Noreen Cahill	Clerk

Board Members Absent: None

Others Present:	Leslie Lundstrom	Executive Director
	Rob Wilson	Maintenance Mechanic Laborer

Leslie read one piece of correspondence. A tenant expressed thanks to Leslie on keeping the tenants informed on the common hallway flooring project's work schedule. She continued to say that she appreciates all of Leslie's efforts on behalf of all the tenants and hopes that the Board and town recognize the good Director they have in Leslie.

Robert Wilson presented the maintenance report for June 2023. 45 work orders were generated and 43 were completed. Robert Irvine & Sons replaced a water shut off valve at 76-B. Johnson Controls replaced two smoke detectors at 667-1 & 667-2. Hometown Carpets steam cleaned carpets in G-05. Maxi Clean Flooring installed vinyl plank flooring in 211.

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

ARRPA 689 Fire Alarm System Upgrade #083060 – Construction documents have been submitted to EOHLC.

ARPA 667-1 Walkways #083061 – A design contract was executed with BSG Group, Inc. on 6-26-23 and Leslie and Rob walked the property with Chris Thomas from BSG Group, Inc. on June 28, 2023.

ARPA 667-3 Common Hallway Flooring #083062 – On June 20, 2023 this project was started with the arrival of the flooring contractor. A change order is required because of the condition of the existing flooring that was discovered upon removal. At this time, the project has been halted due to discussion on the change order and scheduling issues.

ARPA 667-1 & 2 Fire System #083067 – A planning document has been submitted to engineers, Galuska & DaSousa for a fee proposal.

Leslie discussed permission to present a check in the amount of \$250.00 to one of our tenants who has created and maintains a beautiful garden at 100 Prospect Street and to another tenant at Riddell Road who unlocks and locks the Community Building at Riddell Road when staff is not on the property. Both of these tenants happily donate their time for the beauty and convenience of the Housing Authority. It was discussed that the check would be issued at the beginning of the current fiscal year going forward for services donated the prior fiscal year.

M/Luddy-Ross, S/Butler. Motion to approve presenting a check for \$250.00 each to two tenants that donate their time to benefit the Housing Authority. The check will be issued at the beginning of the current fiscal year going forward for services donated the prior fiscal year. Unanimous vote.

Leslie discussed signing a contract with ABCD to provide free weatherization services for our 100 Prospect Street property through their contractor Paradigm Energy Services. Services are to include in-apartment air sealing under kitchen and bathroom sinks, as needed; caulk and restore seal around window frames, as needed; install electrical outlet gasket covers on exterior walls and under sinks, as needed; seal ceiling electrical penetrations, as needed and install low flow aerators to bathroom and kitchen sinks.

M/Butler, S/Cahill. Motion to approve a contract between East Bridgewater Housing Authority and ABCD for free weatherization services through their contractor Paradigm Energy Services for our 100 Prospect Street property. Unanimous vote.

Leslie discussed putting an advertisement in the MassNAHRO 2023 Annual Conference Program Book as we have done in the past. The cost for the advertisement is \$60.00.

M/Butler, S/Kozuch. Motion to approve placing an advertisement in the MassNAHRO 2023 Annual Conference Program Book in the amount of \$60.00. Unanimous vote.

Leslie presented the Inclement Weather or Special Circumstances Policy for approval. Brenda thought that the verbiage of the policy was a bit confusing. The other Board members thought that the policy was fine as worded.

M/Butler, S/Cahill. Motion to approve the Inclement Weather or Special Circumstances Policy as presented. Four Ayes, One Nay.

Leslie presented the Public Relations Policy for approval.

M/Butler, S/Kozuch. Motion to approve the Public Relations Policy with a few grammatical changes. Unanimous vote.

Leslie presented the Court Leave Policy for approval.

M/Butler, S/Luddy-Ross. Motion to approve the Court Leave Policy with a few grammatical changes. Unanimous vote.

The minutes of June 13, 2023 were presented.

M/Kozuch, S/Luddy-Ross. Motion to approve the June 13, 2023 minutes. Unanimous vote.

The Executive Director's Report for June 2023 was presented. There were 2 vacancies as of June, 2023 and one new lease was signed in June. No credits were issued. The number of applicants on our wait list as of June 30, 2023 was 12,290. Waitlist screening is ongoing. Leslie met with Josh Lewis from Rescom to pick out stair treads for our Common Hallway Flooring project. Suzanne and Leslie attended the Council on Aging's Safety and Wellness Fair for Seniors on June 8, 2023. Leslie sent out a bid package for a flooring service contract. Rob and Leslie met with Sean Keating, our Construction Advisor, and Kate Ferreira our RCAT advisor on June 16, 2023 to look at the 667-1 property exterior steel stairwells. Kate has submitted a revision to our CIP to create an Emergency Exterior Stair Repair and an Exterior Balconies & Stairwells Study. Rob and Leslie met with Thomas Carey and Nick Libby from Paradigm Energy Services on June 20, 2023 to discuss installing energy efficient baseboards at 100 Prospect Street. Leslie attended S.M.E.D.A. on June 21, 2023 at Barretts Alehouse. Donna Brown-Rego, MassNahro Executive Director spoke on the following topics: Legislative FY24 Budget, Upcoming Professional Development Events, Annual Conference & Exhibition – September 17 -20, CHAMP and new MassNAHRO Member Services. Rob conducted a contractor site visit on June 22, 2023 for the flooring service contract bid. Rob and Leslie met with Chris Thomas, Senior Associate from BSG to walk the 667-1 property for the Walkway Replacement Project on June 28, 2023.

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

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

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

M/Kozuch, S/Cahill. Motion to approve the Employee Earnings Record through July 11, 2023 as presented. Unanimous vote.

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

M/Butler, S/Cahill. Motion to acknowledge the Accountant's Report through May 31, 2023. Unanimous vote.

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

Debbie Lundstrom

Executive Director

Attested

Sandra M. Luddy - Boss

Temporary Clerk