



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES
REGULAR MONTHLY MEETING
August 9, 2022
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, August 9, 2022 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
 Suzanne DeRienzo Administrative Assistant
 Rob Wilson Maintenance Mechanic Laborer
 Joseph Dutcher Past Housing Authority Commissioner

Robert Wilson presented the maintenance report for July 2022. 40 work orders were generated and 44 were completed. Mass Floors replaced flooring in 23-1. Trent Martin Plumbing replaced a wall drain in 52-4 and a shower spindle in 24-8. No outside vendors performed work at Prospect Street. Maintenance is being vigilant of water use with the new water ban. We are reminding tenants as we see them.

M/Luddy-Ross, S/Luddy-Butler. Motion to approve the Maintenance Report for July 2022 as presented. Unanimous vote.

The office renovation/repair project #083054 was discussed. Change order # 2 was presented, along with the Certificate of Final Completion.

M/Butler, S/Kozuch. Motion to approve the change order for Office Renovation/Repair Project #083054. Unanimous vote.

M/Luddy-Ross, S/Kozuch. Motion to approve the Certificate of Final Completion. Unanimous vote.

The Certification of Notification Procedures for Federal and State Lead paint Laws was discussed. Leslie provided the Lead Paint Compliant List and the In-Complete List for all properties for Board review. All leased apartments were compliant.

M/Cahill, S/Butler. Motion to certify that the East Bridgewater Housing Authority is in compliance with the Federal and State Regulations and is maintaining proper record-keeping related to such requirements. Unanimous vote.

The Certification of Top Five Salaries was discussed. Leslie produced the Top 5 Compensation Form for FY2022 prepared by Daniel Robillard, PC based on the Payroll Ledger for check dates from July 1, 2021 to June 30, 2022.

M/Butler, S/Luddy-Ross. Motion to certify the Fiscal Year End Forms and Certifications for the top 5 Compensation Form for FY 2022 prepared by Daniel Robillard, PC. Unanimous.

Leslie presented bid tabulations for a one -year flooring contract for the Housing Authority. Maxi-Clean Co., Inc. was the lowest bidder. References for this company were checked and were favorable.

M/Butler, S/Luddy-Ross. Motion to approve a one- year flooring Contract with the option to extend it to two additional years with Maxi-Clean Co., Inc. Unanimous vote.

The Capital Plan 2023 Revision was discussed. Revision includes septic system replacement for 705, 667-3 and 689 development as well as a targeted Fire Alarm System upgrade for our 689 program.

M/Butler, S/Cahill. Motion to approve the Capital Plan 2023 Revision. Unanimous vote.

D.H.C.D. has issued a notice of Mileage Reimbursement Increase. Effective July 17, 2022, the rate of reimbursement for private auto mileage traveled in the course of Authority business will be \$0.62 per mile.

M/Luddy Ross, S/Cahill. Motion to accept the new Mileage Reimbursement Increase. Unanimous vote.

The Minutes of July 12, 2022 were presented.

M/Butler, S/Luddy-Ross. Motion to approve the minutes of July 12, 2022 as presented. Unanimous vote.

The Executive Director's Report for July 2022 was presented. There were three vacancies as of July 31, 2022 and no leases were signed in July 2022. No credits were issued. The number of applicants on our Wait List as of July 31, 2022 is 9,680. Leslie met with Burgess Electric to discuss installing wall plugs in renovated office. Waitlist screening is ongoing. Leslie is currently working with BAMSI on renewing our contract for our 689 program at 34/44 Prospect Street.

M/Cahill, S/Kozuch. Motion to approve the Executive Directors report for July, 2022 as presented. Unanimous vote.

The Check Register and Employee Earnings reports through August 9, 2022 were discussed.

M/Butler, S/Luddy-Ross. Motion to approve the Check Register through August 9, 2022 as presented. Unanimous vote.

M/Butler, S/Luddy-Ross. Motion to approve the Employee Earnings Record through August 9, 2022 as presented. Unanimous vote.

The Accountant's Report through June 30, 2022 was presented.

M/Cahill, S/Luddy-Ross. Motion to acknowledge the Accountant's Report through June 30, 2022. Unanimous vote.

The year-end financial statements for fiscal year ending June 30, 2022 were presented.

M/Cahill, S/Luddy-Ross. Motion to certify the financial statements for the fiscal year ending June 30, 2022. Unanimous vote.

M/Luddy-Ross, S/Cahill. Motion to adjourn the meeting at 9:20 a.m. Vote unanimous.

Audie Lundstrom Attested *Noreen Cahill*
Executive Director Noreen Cahill, Clerk