



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES
REGULAR MONTHLY MEETING
September 13, 2022
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, September 13, 2022 with said meeting called to order at 9:11 a.m. by Chairman Larry Davidson.

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

Leslie read a letter from a Riddell Road tenant commending Robert Wilson for an on-call work order that was completed perfectly. Leslie will put the letter in his personnel file.

Robert Wilson presented the maintenance report for August 2022. 42 work orders were generated and 39 were completed. Hometown Carpets cleaned carpets in 5-8 and 89-2. Peter Burgess replaced light switch in 65-1. Jim Dorsey & Sons checked toilet flange in 53-6, and found it to be in good working order. Trent Martin Plumbing replaced zone valves in 209. Huntington Electric performed semi-annual fire alarm testing. State inspected elevator at 100 Prospect Street.

M/Butler, S/Kozuch. Motion to approve the Maintenance Report for August 2022 as presented. Unanimous vote.

The Housing Authority was awarded \$75,000 for each Prospect Street Septic project #'s 083060, 083059 & 083058 for design and initial soft costs.

Leslie has been doing research on difference postage options. Currently the Housing Authority purchases stamps at the post office. Stamps are very time consuming for application packages and Leslie would like to streamline it. Pitney Bowes and Stamps.Com was discussed. Brenda suggested going on the USPS webpage. The webpage has options for printing postage as to save time and there is no fee involved. Leslie will research the USPS website.

Our Power Options contract for supplying heat is set to expire on 10-31-23. Because of the volatility of the gas market and the steady uptick of costs, Power Options recommended signing

a contract earlier as they are projecting costs to go through the roof. Leslie signed a contract beginning November 1, 2023 and ending October 31, 2025.

M/Kozuch, S/Butler. Motion to approve the heating supply contract with Power Options starting November 1, 2023 and ending October 31, 2025. Unanimous vote.

The Board was given the Grievance Policy adopted May 11, 2004 to review.

M/Butler, S/Kozuch. Motion to accept the Grievance Policy. Unanimous vote.

The minutes of August 9, 2022 were discussed.

M/Kozuch, S/Butler. Motion to approve the minutes of August 9, 2022 as presented. Unanimous vote.

The Executive Director's Report for August 2022 was presented. There were three vacancies as of August 30, 2022 and three leases were signed in August 2022. No credits were issued. The number of applicants on our Wait List as of August 30, 2022 is 9,996. Waitlist screening is ongoing. Suzanne & Leslie attended CHAMP training on August 12 & 22, 2022, online, regarding changes to the CHAMP interface and disqualifying non responsive applicants. Leslie attended an online meeting with Lamar McFadden from Power Options on August 26, 2022. Leslie met with Todd Lawson our Facilities Management Specialist on August 31, 2022 to discuss our upcoming Performance Management Review. Leslie has been working on procuring a plumbing/heating contract.

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

The Check Register and Employee Earnings reports through September 13, 2022 were discussed.

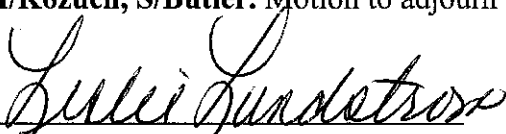
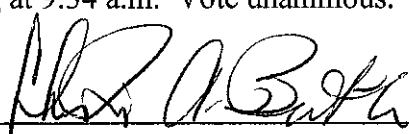
M/Butler, S/Kozuch. Motion to approve the Check Register through September 13, 2022 as presented. Unanimous vote.

M/Kozuch, S/Butler. Motion to approve the Employee Earnings Record through September 13, 2022 as presented. Unanimous vote.

The Accountant's Report through July 31, 2022 was presented.

M/Butler, S/Kozuch. Motion to acknowledge the Accountant's Report through July 31, 2022. Unanimous vote.

M/Kozuch, S/Butler. Motion to adjourn the meeting at 9:34 a.m. Vote unanimous.

 Attested 

Executive Director

Temporary Clerk