

MINUTES  
REGULAR MONTHLY MEETING  
January 11, 2022  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, January 11, 2022 with said meeting called to order at 9:00 a.m. by Chairman Larry Davidson. The Board Members met at 38 Riddell Road.

Board Members Present:    Larry Davidson            Chairman  
   Christine Butler        Vice Chairman  
   Sandra Luddy-Ross    Treasurer, Clerk  
   Brenda Kozuch         Assistant Treasurer

Others Present:             Leslie Lundstrom       Executive Director  
   Cindy Grande-Gareis   Administrative Assistant  
Guests/Tenants:             Noreen Cahill           Board Member Applicant

Leslie presented the Maintenance Report for December, 2021. There were 37 work orders generated and 56 completed. Burgess Controls replaced a light fixture at 88-5. Bruce McKean inspected ceiling at 24-2. Peter inspected 23-1 for hoarding. Hometown Carpet cleaned carpet at 24-1. Patriot Service cleared the main line at 64-1 & 2. Burgess Pest inspected 45 Prospect Street for rodents. Fred Tully checked G-03 for water leak. Dorsey and Sons replaced a zone valve at 110, replaced a cracked hose and a zone valve at 100 Prospect Street and cleaned and did maintenance on all family boilers. Eisenmann Powersport Repair did maintenance on the snowblower.

**M/Luddy-Ross, S/Kozuch.** Motion to approve the Maintenance Report for December, 2021 as presented. Unanimous vote.

The Budget for Y/E 2022 was approved by D.H.C.D.

The office renovation project is ongoing. A check for \$49,088.62 was mailed to Paxor Construction and we are accepting bids from other contractors.

The Board interviewed candidate Noreen Cahill to fill the empty seat on our Board.

**M/Butler, S/Luddy-Ross.** Motion to recommend Noreen Cahill to the Board of Selectmen for appointment to the East Bridgewater Housing Authority Board of Commissioners. Unanimous vote.

The Board was given the Smoke Free Policy for review.

**M/Butler, S/Luddy-Ross.** Motion to accept the Smoke Free Policy. Unanimous vote.

The Board was given the 100 Prospect Street Fire Evacuation Policy for review. The meeting place tree that tenants had been instructed to meet after evacuating the building is no longer on the property. The policy needs to be revised to designate a new meeting place location. The Board will revisit this policy.

The Board was given the Vehicle and Parking Policy for review. The Board requested that one sentence be reconstructed in the policy, but did not change the policy itself.

**M/Butler, S/Kozuch.** Motion to accept the Vehicle and Parking Policy. Unanimous vote.

The Board was given the Alcoholic Beverage Policy for review.

**M/Luddy-Ross, S/Butler.** Motion to accept the Alcoholic Beverage Policy. Unanimous vote.

The Board was given the Write Off Policy for review. The Board did not like the verbiage in the policy and asked for it to be rewritten. The Board will revisit this policy.

The Board was given the Winter Plan & Snow Removal Policy for the 667 Developments for approval.

**M/Luddy-Ross, S/Butler.** Motion to approve the Winter Plan & Snow Removal Policy for the 667 Developments. Unanimous vote.

The Board was given the Winter Plan & Snow Removal Policy for the 705 Development for approval.

**M/Luddy-Ross, S/Butler.** Motion to approve the Winter Plan & Snow Removal Policy for the 705 Development. Unanimous vote.

The Board was given the Winter Plan & Snow Removal Policy for the 689 Development for approval.

**M/Luddy-Ross, S/Butler.** Motion to approve the Winter Plan & Snow Removal Policy for the 689 Development. Unanimous vote.

The Board was given the Capital Improvement Plan for Y/E 2023, for approval. There is no money for Capital Improvements awarded for Y/E 2023 due to advance spending on the 667 Septic Project.

**M/Luddy-Ross, S/Butler.** Motion to approve the Capital Improvement Plan for Y/E 2023. Unanimous vote.

The Language Service Agreement with International Translation Company was presented to the Board. The Housing Authority needs to have an agreement with a translation company for the upcoming Language Access Policy.

**M/Kozuch, S/Luddy-Ross.** Motion to approve the Language Service Agreement between International Translation Company and the East Bridgewater Housing Authority for a three year term. Unanimous vote.

Leslie signed a contract with Power Options, our Energy Delivery company. The market delivery rates are going up right now. Power Options saw a slight dip and recommended we sign an eight month contract with them. The contract is for April – December 2022. They advised us to go back to using the utility company for delivery right now as their rates will be locked in at a more stable rate. Power Options will continue to monitor the market to try and get better long term pricing for us out to 2024 as we start to come out of the winter.

**M/Luddy-Ross, S/Butler.** Motion to approve the contract with Power Options from April 2022 through December 2022. Unanimous vote.

The AUP (Agreed Upon Procedures) audit for Y/E 2021 with Gary DePace CPA, PC has started and will be done virtually this year. Leslie will scan documents needed and send to their office.

The minutes of December 14, 2021 were presented.

**M/Butler, S/Luddy-Ross.** Motion to approve the minutes of December 14, 2021 as presented. Unanimous vote.

The Executive Director's Report for December, 2021 was presented. There were 3 vacancies as of December 31, 2021 and no new leases were signed in December 2021. No credits were issued. The total number of applicants on our wait list as of December 31, 2021 was 8,018. Leslie attended a CPS Part 1 webinar on December 2, 2021. Leslie also attended a SMEDA Virtual Webinar on December 9, 2021. Donna Rego-Brown was the presenter. Topics discussed were ARPA (American Rescue Plan Act), Retirement Credit Bill, E.D. Contracts Lawsuit and CHAMP. Leslie attended a Personnel Management workshop as part of her Massachusetts Public Housing Administrator Certification Program on December 10, 2021. Charles Seelig, the East Bridgewater Town Administrator met with Leslie on December 16, 2021. Leslie met with Kate Ferreira from RCAT to discuss the Capital Improvement Plan. Leslie attended an Annual Plan Webinar on December 20, 2021. Leslie has been speaking with the Board of Health regarding resident COVID test kits. All employees have completed their Conflict of Interest Certifications.

**M/Luddy-Ross/S/Butler.** Motion to approve the Executive Directors report for December 2021. Unanimous vote.

The Check Register and Employee Earnings reports through January 11, 2022 were discussed.


**M/Luddy-Ross, S/Kozuch.** Motion to approve the Check Register through January 11, 2022 as presented. Unanimous vote.

**M/Butler S/Kozuch.** Motion to approve the Employee Earnings Record through January 11, 2022 as presented. Unanimous vote.

The Accountant's Report through November 30, 2021 was discussed.

**M/Butler, S/Luddy-Ross.** Motion to acknowledge the Accountant's Report through November 30, 2021. Unanimous vote.

**M/Butler, S/Kozuch.** Motion to adjourn the meeting at 9:52 a.m. Vote unanimous.

  
Executive Director

Attested   
Sandra Luddy-Ross, Clerk