

MINUTES
REGULAR MONTHLY MEETING
September 14, 2021
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, September 14, 2021 with said meeting called to order at 9:00 a.m. by Vice Chairman Larry Davidson. The Board Members met at 38 Riddell Road.

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

Board Members Absent: Joseph Dutcher Chairman

Others Present: Leslie Lundstrom Executive Director
 Cindy Grande-Gareis Administrative Assistant

Guests/Tenants: Brenda Kozuch

There was a note from a tenant withdrawing her application to serve as a tenant board member.

Leslie presented the Maintenance Report for August 2021. There were 48 work orders generated and 52 completed. Maztec installed a shower surround in 6-6. Fred Tully made a drain repair in 6-1. MJ Connors did a ceiling repair in 6-1. Johnson controls made repairs/replacements to alarms in bldg. 89 and 52. Patriot Services snaked main in bldg. 24 for apts. 3 & 4. Eisenman Powersports repaired and tuned up one lawn mower. Fred Tully helped troubleshoot a water leak in G-03 at 100 Prospect Street. P.E. Huntington completed the semi-annual alarm testing at 100 and 34/44 Prospect Street.

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

M/Butler, S/Luddy-Ross . Motion to approve the contract for Milne, Shaw & Robillard, P.C. for year end 2022 and 2023. Unanimous vote.

M/Butler, S/Luddy-Ross. Motion to approve the septic contract for Claude Dubord for year end 2022 and 2023. Unanimous vote.

M/Butler, S/Luddy-Ross. Motion to amend the Guidelines for Public Record Requests to make the officer the present Executive Director and in the absence of the Executive Director to contact the Administrative Assistant. Unanimous vote.

M/Luddy Ross, S/Butler. Motion to dispose of the 2007 Encore Extreme Lawn Mower.

Unanimous vote.

M/Butler, S/Luddy Ross. Motion to dispose of the 2008 Toshiba copier. Unanimous vote.

Three tenants submitted their applications to the Town Hall for consideration of appointment to the Board of Commissioners for the Housing Authority for term ending April 2023 to replace a retired board member. One tenant withdrew her application due to transportation issues. One tenant could not come to the Board Meeting because of illness. We interviewed the third tenant and after consideration will be making a recommendation to the Board of Selectman that they appoint Brenda Kozuch to the Housing Authority Board. Leslie will compose a letter and send to all of the applicants.

M/Butler, S/Luddy Ross. Motion to recommend Brenda Kozuch be appointed to the Housing Authority Board. Unanimous vote.

The Executive Director Contract was discussed. It has not been approved by DHCD yet.

M/Luddy Ross, S/Butler. Motion to approve Leslie Lundstrom for position of Executive Director, East Bridgewater Housing Authority for a term of 1 year and 10 months for 32 hours per week at a salary of \$72,662.00 per annum. Unanimous vote.

100 Prospect Street Office Renovation, Fish #083043 was discussed. Negotiations are underway by counsel.

Updated Contact Information was given to Board. Larry Davidson would like to make changes to his email address and phone number and Christine Butler would like to make a change to her phone number. Changes will be made and redistributed.

The Minutes of August 10, 2021 were discussed.

M/Butler, S/Luddy-Ross. Motion to approve the Minutes of August 10, 2021 as presented. Unanimous vote.

The Executive Director's Report for August, 2021 was presented. There was one apartment vacancy as of as of August 30, 2021 and no leases were signed in August. Wait list applicants totaled 7212. There were no credits issued. Verizon and Comcast installed a splitter so that the office staff can have two phones and computer stations in both community rooms. Nancy Morris's name has been taken off all bank accounts and Leslie's name has been added. Elevator at 100 Prospect Street had its yearly inspection and passed without issue. Robert Garrett, Facilities Management Specialists at D.H.C.D. met with Peter and Leslie to discuss work order management. A fee of \$495.00 has been assessed for late vacancy reporting for 100 Prospect Street, Apt. 210-A. This amount will be deducted from our subsidy.

M/Luddy-Ross, S/Butler. Motion to approve the Executive Director's Report for August, 2021 as presented. Unanimous vote.

The Check Register and Employee Earnings reports through September 14, 2021 were discussed.

M/Butler, S/Luddy Ross. Motion to approve the Check Register through September 14, 2021 as presented. Unanimous vote.

M/Butler, S/Luddy-Ross. Motion to approve the Employee Earnings Record through September 14, 2021 as presented. Unanimous vote.

The Accountant's Report through July 31, 2021 was discussed.

M/Luddy Ross, S/Butler. Motion to acknowledge the Accountant's Report through July 31, 2021. Unanimous vote.

M/Luddy Ross, S/Butler. Motion to adjourn the meeting at 9:30 a.m. Vote unanimous.

Executive Director

Attested _____
Christine Butler, Clerk