



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES  
REGULAR MONTHLY MEETING  
October 12, 2021  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, October 12, 2021 with said meeting called to order at 9:00 a.m. by Chairman Joseph Dutcher. The Board Members met at 38 Riddell Road.

Board Members Present:    Joseph Dutcher            Chairman  
                                         Christine Butler            Treasurer, Clerk  
                                         Sandra Luddy-Ross        Assistant Treasurer  
                                         Brenda Kozuch            Member

Board Members Absent:    Larry Davidson            Vice Chairman

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

There was a note from a tenant thanking maintenance for completing her work order and a note from the former Executive Director thanking the board for all of their support.

Leslie presented the Maintenance Report for September 2021. There were 58 work orders generated and 61 completed. Johnson Controls replaced a hallway smoke detector in building 52 and a module in building 89. Fred Tully installed a new hot water heater in 88B and Peter Burgess made a repair to the 88B hot water heater fuse panel. Apartment turnover was completed in apartment 52-2. Burgess Pest Control performed the annual pest service to all properties as well as a cockroach treatment at 95 Prospect Street.

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

**M/Luddy-Ross, S/Butler.** Motion to approve the contract for Gary L. DePace to conduct the AUP Audit. Unanimous vote.

**M/Luddy-Ross, S/Butler.** Motion to approve the elevator contract with United Elevator. Unanimous vote.

**M/Butler, S/Kozuch.** Motion to approve the pest control contract with Burgess Pest Management. Unanimous vote.

**M/Luddy-Ross, S/Butler.** Motion to approve the Reasonable Accommodations Policy. Unanimous vote.

The budget guidelines for Y/E 2022 have been released. The budget will be presented to the Board at our November 2021 meeting.

The Performance Management Review came back with no findings.

Brenda Kozuch was elected as our new Board Member effective September 27, 2021.

The Executive Director contract was approved by DHCD for a term of one year and 10 months.

100 Prospect Street Office Renovation, Fish #083043 was discussed. There have been no updates.

Board reorganization will be discussed when there is a full complement of the Board.

The minutes of September 14, 2021 were not approved due to a lack of quorum from that meeting.

The Executive Director's Report for September, 2021 was presented. Paradygm Energy Services replaced outdoor lighting at 100 Prospect Street. Cindy Grande-Gareis attended a virtual CHAMP Part 1 workshop on September 15, 2021. Cindy Grande-Gareis and Leslie Lundstrom attended a virtual CHAMP Part 2 workshop on September 24, 2021. Cindy-Grande-Gareis and Leslie Lundstrom attended a virtual Microsoft Office Outlook workshop on September 27, 2021. Cindy-Grande-Gareis and Leslie Lundstrom attended a private instruction workshop regarding CHAMP on September 28, 2021. Annual inspections were completed at 34/44 Prospect Street and all family units. Kate Ferreira met with Leslie Lundstrom informally to go over procedure for the Capital Improvement Plan.

**M/Butler, S/Luddy\_Ross.** Motion to approve the Executive Director's Report for September, 2021 as presented. Unanimous vote.

The Check Register and Employee Earnings reports through October 12, 2021 were discussed.

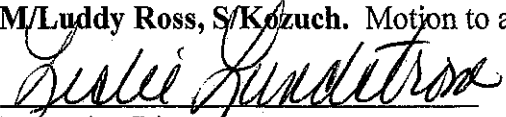
**M/Butler, S/Luddy Ross.** Motion to approve the Check Register through October 12, 2021 as presented. Unanimous vote.

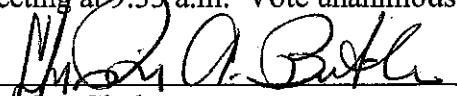
**M/Luddy-Ross S/Kozuch.** Motion to approve the Employee Earnings Record through October 12, 2021 as presented. Unanimous vote.

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

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

**M/Luddy Ross, S/Kozuch.** Motion to adjourn the meeting at 9:33 a.m. Vote unanimous.

  
Executive Director

Attested   
Christine Butler, Clerk