

MINUTES  
REGULAR MONTHLY MEETING  
June 8, 2021  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, June 8, 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
	Barbara Lafond	Member

Board Members Absent:	Larry Davidson	Vice Chairman
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Others Present:	Nancy J. Morris	Executive Director
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Guests/Tenants:	None
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There were five resumes received for the Executive Director position and two finalists were interviewed: Leslie Lundstrom and Elizabeth Allen. Both were very good candidates and after much deliberation it was unanimously decided to appoint Leslie Lundstrom to the position.

**M/Butler, S/Lafond.** Motion to appoint Leslie Lundstrom to the position of Executive Director effective September 1, 2021 through June 30, 2023. Unanimous vote.

Joseph Dutcher will notify Leslie of the Board's decision and will draft a letter to Elizabeth thanking for her time. Nancy will place an ad for the position of Administrative Assistant in the appropriate venues. Nancy will postpone her retirement until August 31, 2021 so that proper training can be given for both positions.

Nancy presented the Maintenance Report for May, 2021. There were 39 work orders generated, 52 completed. Black 2017 Ford 350 received an inspection sticker at Bailey's Tri Town Auto. Claude Dubord pumped all properties. Johnson Controls inspected the 2<sup>nd</sup> floor fire alarms. Patriot Services cleared a clog in 64B. GCG did a walk through with Tetreault & Sons for the septic completion. Paradigm Energy Services inspected the boilers at 100 Prospect St. DeCosta Lock rekeyed the locks at 34/44 Prospect St. Huntington Electric repaired the fire alarm panel at 34/44 Prospect St.

**M/Butler, S/Lafond.** Motion to approve the Maintenance Report for May, 2021 as presented. Unanimous vote.

The punch list for the 667-2 Septic System, Fish #083043, has not been completed.

The FY2021 Budget Revision #1 has not been approved yet.

The 100 Prospect St. Window Lintel Project, #083053, was discussed. A structural engineer from Boston Building Consultants was hired to review the condition of the lintels that were being replaced. He found them to be structurally sound and that it would not be necessary to remove them. Removing them created a worse scenario with the bricks crumbling. The remedy was to leave the lintels in place, grind the rust off, and paint with a rust inhibiting product. There would be a savings on material and an increase in labor. Two Change Orders were presented.

**M/Lafond, S/Butler.** Motion to approve Change Order #1 to change the scope of the Lintel Project, Fish #083053, with a credit of \$86,423.57. Unanimous vote.

**M/Butler, S/Luddy-Ross.** Motion to approve Change Order #2 to change the scope of the Lintel Project, Fish #083053, with an additional cost of \$11,369.49, and to extend the length of the contract by 15 days. Unanimous vote.

The 100 Prospect Street Office Renovation, Fish #083054, was discussed. A Notice to Proceed was issued on May 24, 2021 with a completion date of June 23, 2021. There were several issues uncovered when the demolition was done. Concrete floors need to be made level; several drains need to be moved and capped off; a cleanout needs an access panel in the floor; bathroom wall needs to be relocated; and a small heater added. Change Order #1 was submitted with a tentative figure of \$8,498.62 and a request for time extension. The RCAT is negotiating the figure with Paxor Construction.

**M/Luddy-Ross, S/Lafond.** Motion to approve a Not to Exceed change order amount of \$8,498.62 for Change Order #1 to add to the scope of the Office Renovation, Fish #083054, currently in development. Unanimous vote.

The Juneteenth Holiday was discussed. It is now an official Massachusetts state holiday, signed into law on July 24, 2020 to recognize “the continued need to ensure racial freedom and equality.”

**M/Lafond, S/Butler.** Motion to add the Juneteenth Holiday to the paid holidays listed within the personnel section of the Management Plan. Unanimous vote.

The Minutes of May 11, 2021 were discussed.

**M/Butler, S/Lafond.** Motion to approve the Minutes of May 11, 2021 as presented. Unanimous vote.

The Executive Director’s Report for May, 2021 was presented. There was 1 apartment vacancy as of as of May 31, 2021 and no leases were signed in May. Wait list applicants as of June 1, 2021: 4553 family, 2278 elderly/handicapped, 6510 Champ total, 6831 our total. There were no credits issued. Leslie and Nancy attended SMEDA, virtually, on May 19, 2021. The guest speaker was John Massey, Director of the Southeast Regional Capital Assistance Team. He spoke of the construction and procurement laws. Nancy attended a meeting for Dept. heads at the Town Hall on May 26, 2021 to discuss reopening after COVID. As of May 29, 2021 masks are no longer required, but encouraged, for people who have not been vaccinated. Leslie attended a workshop on Public Records on May 27, 2021 given by Michelle Randazzo of KP Law. The office has been temporarily relocated to the Prospect Street Community room. Staff is

functioning as best as they can. Paradigm Energy Services will begin the LEAN lighting retrofit project for the 667 properties on July 6, 2021.

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

The Check Register and Employee Earnings reports for June 8, 2021 were discussed.

**M/Butler, S/Luddy-Ross.** Motion to approve the Check Register through June 8, 2021 as presented. Unanimous vote.

**M/Lafond, S/Butler.** Motion to approve the Employee Earnings Record through June 8, 2021 as presented. Unanimous vote.

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

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

Nancy thanked Barbara Lafond for her time on the Board. July will be Barbara's last meeting. She has brought a lot to the meetings and will be missed.

**M/Luddy-Ross, S/Lafond.** Motion to adjourn the meeting at 10:45 a.m. Vote unanimous.

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Nancy J. Morris, Executive Director

Attested \_\_\_\_\_  
Christine Butler, Clerk