

MINUTES
REGULAR MONTHLY MEETING
February 22, 2024
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, February 22, 2024 with said meeting called to order at 9:00 a.m. by Treasurer, Sandra Luddy-Ross.

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

Leslie read correspondence received from a tenant stating that “Suzanne was awesome” and another piece of correspondence from an applicant stating that Leslie “went above and beyond” to help them.

Leslie presented the maintenance report for January 2024. 44 work orders were generated and 40 were completed. Bruce McKean painted apartment 6-7. Flair Carpet installed flooring in 6-7. Bruce McKean painted community room at 100 Prospect Street. Door Control repaired security door at 100 Prospect Street. Irvine & Son replaced shower diverter in 207. Maxi Clean replaced flooring in 102.

M/Kozuch, S/Cahill. Motion to approve the Maintenance Report for January 2024 as presented. Unanimous vote.

#083060 - ARPA 689 Fire Alarm System Upgrade– A preconstruction meeting was held on January 17, 2024 and Leslie signed the contract and a notice to proceed on that day. Work on this project will start on February 26, 2024.

#083061 - ARPA 667-1 Walkways– There were no changes to the status of this project since our January 2024 meeting.

#083067 - ARPA 667-1 & 2 Fire System – Jason Becotte from Universal Environmental Consultants performed material testing in tenant apartments and in common areas on January 24, 2024.

#083069 - 667-1 Exterior Balcony & Stairwells Painting– There were no changes to the status of this project since our January 2024 meeting.

#083070 – 667-1 Window Replacement – A work order scope of services was created. Lean will replace 210 eligible windows and EOHLC will provide funds with our Capital Improvement Plan to pay for the cost of replacing the remaining 103 windows.

#083071 – Sustainability Refrigerator Award – There were no changes to the status of this project since our January 2024 meeting.

#083073 – 667-1 Flooring Abatement – We received monies from EOHLC in January to reimburse the Housing Authority for the flooring remediation and replacement of flooring.

#083074 – 667-3 EMG Roof Repair – We received monies from EOHLC in January to reimburse the Housing Authority for the flooring remediation and replacement of flooring.

Leslie presented the East Bridgewater Housing Authority 2023 Annual Report for the Town of East Bridgewater for approval.

M/Cahill, S/Kozuch. Motion to approve the East Bridgewater Housing Authority 2023 Annual Report for the Town of East Bridgewater. Unanimous vote.

Leslie discussed that we have recently lost two tenants who held positions on our pet committee. One tenant with a pet and one without a pet. Leslie asked approval to add Walter Carey and Elizabeth Weatherbee as committee members. One tenant has a pet and the other does not. Leslie feels that both tenants will be an asset to our pet committee.

M/Cahill, S/Kozuch. Motion to approve Walter Carey and Elizabeth Weatherbee as members of the East Bridgewater Housing Authority Pet Committee. Unanimous vote.

The minutes for December 12, 2023 were presented for approval. We were unable to approve these minutes due to lack of quorum. We will table these minutes until next month.

The minutes of January 9, 2024 were presented for approval.

M/Cahill, S/Kozuch. Motion to approve the minutes of January 9, 2024. Unanimous vote.

The Executive Director's Report for January 2024 was presented. Apartment vacancies as of January 31, 2024 – 4, new leases signed in January 2024 – 0. No credits were issued. Number of applicants on wait list as of January 31, 2024 – 15,421. Waitlist screening is ongoing. Recertification of all of our tenants has started. Leslie attended a virtual Annual Plan meeting on January 8 and 10, 2024 with Joel and Beth from Cybersense. The Building Inspector inspected 34/44 Prospect Street on January 10, 2024. The Board of Health provided the Housing Authority with 5 boxes of COVID test kits with 2 tests per kit for our tenants. They also provided us with masks. Leslie sent out a memo to our tenants giving them information on obtaining free test kits from the Federal Government. Our 16 month CD with Bluestone Bank was reaching maturity in

March 2024. That CD had a 2.96% APY. A new 25 month CD 25 was available at 3.92%. I asked them to roll our current CD into the 25 month CD.

M/Cahill, S/Kozuch. Motion to approve the Executive Directors report for January 2024, as presented. Unanimous vote.

The Check Register and Employee Earnings report through February 22, 2024 were presented.

M/Cahill, S/Kozuch. Motion to approve the Check Register through February 22, 2024 as presented. Unanimous vote.

M/Kozuch, S/Cahill. Motion to approve the Employee Earnings Record through February 22, 2024 as presented. Unanimous vote.

The Accountant's Report through December 31, 2023 was presented.

M/Kozuch, S/Cahill. Motion to acknowledge the Accountant's Report through December 31, 2023. Unanimous vote.

The Accountant's Quarterly Operating Statement through December 31, 2023 was presented.

M/Kozuch, S/Cahill. Motion to acknowledge the Accountant's Quarterly Operating Statement through December 31, 2023. Unanimous vote.

M/Cahill, S/Kozuch. Motion to adjourn the meeting at 9:25 a.m. Vote unanimous.

Respectfully submitted as approved at March 12, 2024 meeting by Noreen Cahill.