



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

REC'D EB TOWN CLERK  
23 JAN 12 AM 10:48

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MINUTES  
REGULAR MONTHLY MEETING  
December 13, 2022  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, December 13, 2022 with said meeting called to order at 9:00 a.m. by Chairman Larry Davidson.

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

Board Members Absent:	Noreen Cahill	Clerk
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Others Present:	Leslie Lundstrom	Executive Director
	Suzanne DeRienzo	Administrative Assistant
	Rob Wilson	Maintenance Mechanic Laborer

No correspondence was received in the month of November 2022.

Robert Wilson presented the maintenance report for November 2022. 66 work orders were generated and 42 were completed. Trent Martin Plumbing replaced the main water shut off in building 76. Maxi Clean replaced floors in 24-4 and 53-6. Hometown Carpet Cleaning cleaned carpeting in 5-8 and 24-4. Adam Welsh Welding repaired rear exit stairs in building 24. Claude DuBord completed septic pumping at all locations. Patriot Services jetted main line at 100 Prospect Street, cleared clog at 100 Prospect Street and cleared tub drain at 95 Prospect Street. C & S Restoration and Servpro performed clean up and sanitation of 100 Prospect Street after a sewer back up. Dorsey & Son's replaced zone valves at 100 Prospect Street warehouse. Robert Irvine & Sons replaced zone valve at 95 Prospect Street. Quality Landscaping did fall cleanup at Prospect Street. Meserve Appliance repaired a refrigerator at 64 Prospect Street.

**M/Luddy-Ross, S/Kozuch.** Motion to approve the Maintenance Report for November 2022 as presented. Unanimous vote.

There was nothing new to discuss regarding old business.

The East Bridgewater Housing Authority Internet Policy was presented to the Board for approval.

**M/Luddy-Ross, S/Butler.** Motion to approve the East Bridgewater Housing Authority Internet Policy. Unanimous vote.

The East Bridgewater Housing Authority Pregnant Workers Policy was presented to the Board for approval.

**M/Butler, S/Kozuch.** Motion to approve the East Bridgewater Housing Authority Pregnant Workers Policy. Unanimous vote.

The East Bridgewater Housing Authority Maternity (Parental) Leave Policy was presented to the Board for approval.

**M/Butler, S/Kozuch.** Motion to approve the Maternity (Parental) Leave Policy as presented. Unanimous vote.

Leslie presented the Management Contract between the Housing Authority and Brockton Area Multi-Services, Inc. beginning July 1, 2022 and extending for a maximum of (4) successive one (1) year periods.

**M/ Luddy-Ross, S/Kozuch.** Motion to approve the Management Contract between the Housing Authority and Brockton Area Multi-Services, Inc. beginning July 1, 2022 and extending for a maximum of (4) successive one (1) year periods. Unanimous vote.

Leslie presented the Formula Funding Award FY2025 in the amount of \$202,145.00 for approval.

**M/Kozuch, S/Butler.** Motion to approve the Formula Funding Award FY 2025 in the amount of \$202,145.00. Unanimous vote.

The minutes of September 13, 2022 were presented. A temporary clerk needs to be nominated to approve the minutes.

**M/Kozuch, S/Davidson.** Motion to nominate Christine Butler as temporary clerk for the September 13, 2022 meeting. Unanimous vote.

**M/Kozuch, S/Butler.** Motion to approve the minutes of September 13, 2022 as presented. 3 Ayes, 1 abstain.

The minutes of November 15, 2022 were presented for approval

**M/Butler, S/Luddy-Ross.** Motion to approve the minutes of November 15, 2022 as presented. Unanimous vote.

The Executive Director's Report for November 2022 was presented. There were 7 vacancies as of November 30, 2022 and one lease was signed in November. No credits were issued. Number of Applicants on Wait List as of November 30, 2022 – 10,856. Waitlist screening is ongoing. The current CD we have with Bluestone Bank had matured. I rolled it over into a 12- month account with 3% annual yield. Rob and I met with Kate Ferreira from the RCAT team to inspect all properties, in regards to capital funding on November 9, 2022. Tony and I met with Ben

Oxender, an architect from D.H.C.D. to look at the walkways at our 667-1 property on November 10, 2022. On November 11, 2022, we had a clog in the septic line at 100 Prospect Street. It affected common hallways, one tenant's apartment, the community rooms, trash room and a bit of the office. Brenda and I attended the Mass NAHRO Conference on November 13<sup>th</sup> and 14<sup>th</sup>. We attended the Opening Session, a Procurement Session and a Mock Board Meeting Session. I wanted to attend the Smoke-Free Policy Enforcement Session, but that was cancelled. Inspections were done at our 667-2 property on November 18, 2022.

**M/Butler, S/Kozuch.** Motion to approve the Executive Directors report for November 2022 as presented. Unanimous vote.

The Check Register and Employee Earnings reports through December 13, 2022 were discussed.

**M/Butler, S/Kozuch.** Motion to approve the Check Register through December 13, 2022 as presented. Unanimous vote.

**M/Butler, S/Kozuch.** Motion to approve the Employee Earnings Record through December 13, 2022 as presented. Unanimous vote.

The Accountant's Report through October 31, 2022 was presented.

**M/Butler, S/Luddy-Ross.** Motion to acknowledge the Accountant's Report through October 31, 2022. Unanimous vote.

**M/Butler, S/Kozuch.** Motion to adjourn the meeting at 9:23 a.m. Vote unanimous.



Executive Director

Attested



Temporary Clerk