



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

Tel: (508) 378-3838  
Fax: (508) 378-3880

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

RECD BY TOWN CLERK  
'22 JAN 14 AM 9:19

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

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

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

There were two notes from tenants, thanking the Housing Authority for their hard work.

Leslie presented the Maintenance Report for November, 2021. There were 58 work orders generated and 54 completed. Fred Tully made repairs to drains in 64-5 and 64-2 Riddell Road. Patriot Services cleared a clog at 64A Riddell Road. Johnson Controls inspected 1<sup>st</sup> floor units in 667-1 and 667-2. Claude DuBord pumped septic in all properties. Dorsey & Sons repaired boiler at 100 Prospect Street and cleaned and inspected 705 family unit boilers. Dorsey replaced circulator pump at 100 Prospect Street. Plymouth County Sheriff's Dept. power washed 65 and 75 Prospect Street. Flooring was started at 74 Prospect Street by MassFloors, Inc. South Shore Generator inspected 100 Prospect Street generator.

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

The Board needed to vote on the budget again due to a clerical error on the certification pages. The error was in the Executive Directors Salary. Contract amount read \$72,667 for fiscal year ending 6/30/2022 and should have been \$72, 662 for fiscal year ending 6/30/2022.

**Motion:** Sandra Luddy-Ross moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 400-1 for fiscal year ending 6/30/2022 showing a revenue of \$797,101 and total expenses of \$793,994 thereby requesting a subsidy of \$10,525 and further that the Executive Director's total annual salary of \$72,662 for fiscal year ending 6/30/2022 be submitted to the Department of Housing and Community Development for its review and approval. Brenda Kozuch seconded the motion which, upon roll call was passed by a vote of 5 to 0 against.

**Motion:** Sandra Luddy-Ross moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 689-1 for fiscal year ending 6/30/2022 showing a revenue of \$27,340 and total expenses of \$28,099 thereby requesting a subsidy of 0 and further that the Executive Director's total annual salary of \$72,662 for fiscal year ending in 6/30/2022 be submitted to the Department of Housing and Community Development for its review and approval. Brenda Kozuch seconded the motion which, upon roll call was passed by a vote of 5 for to 0 against.

The Board was given the Rent Collection Policy for review.

**M/Butler, S/Luddy-Ross.** Motion to accept the Rent Collection Policy. Unanimous vote.

The Board was given the Progressive Discipline Policy for review.

**M/Butler, S/Kozuch.** Motion to accept the Progressive Discipline Policy. Unanimous vote.

The Board was given the Investment Policy for review.

**M/Butler, S/Luddy-Ross.** Motion to accept the Investment Policy. Unanimous vote.

The Board was given the Whistleblower Policy for review.

**M/Butler, S/Luddy-Ross.** Motion to accept the Whistleblower Policy. Unanimous vote.

The Board was given the Maintenance On-Call Policy for review.

**M/Luddy-Ross, S/Butler.** Motion to accept the Maintenance On-Call Policy. Unanimous vote.

The Board was given the Employee Drug & Alcohol Policy for approval.

**M/Butler, S/Luddy-Ross.** Motion to approve the Employee Drug & Alcohol Policy. Unanimous vote.

The Housing Authority received a letter from D.H.C.D. informing us that we have been awarded \$202,145.03 in Formula Funding for Fiscal Year 2025.

Board Reorganization was discussed. We are losing a Board Member due to moving from East Bridgewater. The Clerk position will be open.

**M/Butler, S/Kozuch.** Motion to nominate Sandra Luddy-Ross as Clerk. Unanimous vote.

The minutes of September 14, 2021 were presented.

**M/Butler, S/Luddy-Ross.** Motion to approve the minutes of September 14, 2021 as presented. Unanimous vote.

A temporary Clerk is needed to approve the Regular and Executive Session Meeting minutes of November 9, 2021.

**M/Butler, S/Luddy-Ross.** Motion to appoint Brenda Kozuch as Temporary Clerk for the Regular and Executive Session Meeting minutes of November 9, 2021. Unanimous vote.

The minutes of November 9, 2021 were presented.

**M/Kozuch, S/Luddy-Ross.** Motion to approve the minutes of November 9, 2021 as presented. Unanimous vote.

The minutes of Executive Session of November 9, 2021 were presented.

**M/Kozuch, S/Luddy-Ross.** Motion to approve the minutes from Executive Session of November 9, 2021. Unanimous vote.

The Executive Director's Report for November, 2021 was presented. There was 3 vacancies as of November 30, 2021 and no new leases were signed in November 2021. Credits were issued in the amount of \$109.00. The total number of applicants on our wait list as of November 30, 2021 was 7,808. Leslie Lundstrom attended a webinar on Legal Issues presented by Jeffrey Driscoll, E.D. Medford Housing and owner of Driscoll & Driscoll, P.C. as part of her Massachusetts Public Housing Administrator Certification Program on November 5, 2021. Inspections were done at the 667-2 development on November 10, 2021. Leslie met with Steve from CPR Computers and Security Cameras to discuss security cameras for the Housing Authority on November 16, 2021. Leslie and Peter Egan met with Kate Ferreira from the RCAT team to discuss the Capital Improvement Plan on November 17, 2021. Leslie attended a webinar to discuss the Language Access Plan Policy, presented by Maura Baldiga, Bill Halfpenny and Emily Moss from DHCD on November 17, 2021. Leslie attended a webinar to discuss the Group Insurance Commissions new website for members, presented by Jason Zeikowitz from the GIC on November 18, 2021. Cindy Grande-Gareis attended CHAMP webinars, presented by Cybersense on November 16 and 23, 2021. Leslie attended a webinar on the Capital Improvement Plan, presented by Cybersense on November 30, 2021. Leslie spoke with Captain Cadette from the Plymouth County Sheriff's Department to discuss help with snow shoveling during the winter. Unfortunately they don't have enough man power to offer that service to the Housing Authorities. The Housing Authority was accessed \$77.00 by D.H.C.D. for vacancy.

**M/Dutcher/S/Butler.** Motion to approve the Executive Directors report for November 2021. Unanimous vote.

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


**M/Dutcher, S/Kozuch.** Motion to approve the Check Register through December 14, 2021 as presented. Unanimous vote.

**M/Dutcher S/Kozuch.** Motion to approve the Employee Earnings Record through December 14, 2021. Unanimous vote.

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

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

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

  
Executive Director

Attested   
Sandra Luddy-Ross, Clerk