



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES  
REGULAR MONTHLY MEETING  
June 14, 2022  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, June 14, 2022 with said meeting called to order at 9:00 a.m. by Chairman Larry Davidson.

Board Members Present:    Larry Davidson            Chairman  
   Sandra Luddy-Ross        Treasurer, Clerk  
   Brenda Kozuch            Assistant Treasurer  
   Noreen Cahill            Member

Board Members Absent:    Christine Butler           Vice Chairman

Others Present:            Leslie Lundstrom        Executive Director  
   Suzanne DeRienzo      Administrative Assistant  
   Rob Wilson               Maintenance Mechanic Laborer

One applicant sent correspondence to thank Leslie for her help with her application process.

Rob presented the Maintenance Report for May, 2022. There were 49 work orders generated and 54 completed. Claude DuBord performed septic pumping at both Riddell Road and Prospect Street. Trent Martin Plumbing replaced a kitchen drain and clean out at 89-3 and replaced a kitchen and bathroom drain in 89-4. Johnson Controls troubleshot a short circuit in building 24 and performed their annual fire alarm inspections on second floor apartments. Patriot Services cleared a clogged sewer line at 24-2. Pete Huntington Alarm replaced a smoke detector head and reset at 34/44 Prospect Street. Bob Graham made a gas tank repair to the F-250 truck.

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

The office renovation/repair project #083054 was discussed. The office repairs have been made and the office staff moved into the renovated office on May 27, 2022.

The Board was given the Fair Housing Marketing Plan Policy for review. DHCD is requiring all Housing Authorities to adopt a Fair Housing Marketing Plan Policy to make sure that an outreach is made in relation to all minority applicants if our quota has not been made.

**M/Cahill, S/Luddy-Ross.** Motion to accept the Fair Housing Marketing Plan Policy. Unanimous vote.

The GASB 74 & 75 Actuarial Valuation for Y/E 2022 has been completed.

The American Rescue Plan of 2021 (ARPA) funded the East Bridgewater Housing Authority with \$202,145.00. This money should be used for health and safety purposes for the tenants and is taken off of our CIP already in place. The Housing Authority will use this money to repair/replace sidewalks at our 667-1 Riddell Road location as well as replacing hallway floors at our 667-3 location which are in disrepair.

The Riddell Road Courtyard revamping project has been completed by Alex Shea as part of his Eagle Scout Project. The grounds look wonderful and we are very thankful for his efforts on behalf of the Housing Authority.

Board reorganization was discussed. It was decided to table the reorganization until we have a full compliment of the Board.

The Minutes of April 12, 2022 were presented.

**M/Luddy-Ross, S/Cahill.** Motion to approve the minutes of April 12, 2022 as presented. Unanimous vote.

The minutes of May 10, 2022 were presented.

Due to a lack of a quorum, the minutes of May 10, 2022 will be tabled until a quorum is available.

The Executive Director's Report for May 2022 was presented. There were two vacancies as of May 31, 2022 and no new leases were signed in May. There were no credits issued. The number of applicants on wait list as of May 31, 2022 was 9,271. The Budget Revision was approved on May 6, 2022. Paradigm Energy Services inspected family units as well as our DDS building for energy savings on May 10, 2022. Suzanne and Leslie received online training with International Translation Company on May 20, 2022. Leslie attended the Mass NAHRO Conference at Seacrest in Falmouth on May 23 and 24, 2022. Workshops attended – Hot Topics in Housing presented by Caitlin Milone, Esq. & Jeffrey Turk, Esq. from Turk & Quijano, LLP.; You're a New Executive Director Now What presented by Executive Directors from Salem, Marblehead, Holbrook and Wellesley Housing Authorities; What to Consider in the Creation of the Housing Authority's Fair Housing Marketing Plan, Reasonable Accommodation Policy and Language Access Plans presented by Manette Donovan, Esq. Law office of Manette Donovan; Unconscious Bias presented by Saleha Walsh and Shavon Andrews from Insource Services, Inc. and Ask The Attorneys presented by Jonathan Driscoll, Esq. and Elliott Koch Esq. from Driscoll & Driscoll, Frank Flynn, Esq. from Flynn Law Group and Caitlin Milone Esq. from Turk & Quijano, LLP. We were completely moved into our new office after renovations on May 27, 2022.

**M/Luddy-Ross, S/Kozuch.** Motion to approve the Executive Directors report for May, 2022 as presented. Unanimous vote.

The Check Register and Employee Earnings reports through June 14, 2022 were discussed.

**M/Cahill, S/Kozuch.** Motion to approve the Check Register through June 14, 2022 as presented. Unanimous vote.

**M/Luddy-Ross, S/Kozuch.** Motion to approve the Employee Earnings Record through June 14, 2022 as presented. Unanimous vote.

The Accountant's Report through April 30, 2022 was presented.

**M/Cahill, S/Kozuch.** Motion to acknowledge the Accountant's Report through April 30, 2022. Unanimous vote.

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

*Hestie Lundstrom*  
Executive Director

Attested *Sandra M. Luddy-Ross*  
Sandra Luddy-Ross, Clerk