



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333

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MINUTES  
REGULAR MONTHLY MEETING  
May 10, 2022  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, May 10, 2022 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  
                                         Brenda Kozuch            Assistant Treasurer

Board Members Absent:    Sandra Luddy-Ross        Treasurer, Clerk  
                                         Noreen Cahill            Member

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

Two tenants sent correspondence to thank Tony Gareri for his efforts when staff was out sick and on vacation. A tenant also praised Tony Gareri and Rob Wilson for a job well done for replacing a faucet in her apartment.

Rob presented the Maintenance Report for April, 2022. There were 79 work orders generated and 73 completed. Dorsey and Son replaced a circulator pump and changed temperature settings on boiler at 100 Prospect Street. Trent Martin Plumbing replaced leaking elbow and copper line at 64 Prospect Street. Burgess Pest Control treated for cockroaches at 75 Prospect Street and a rat treatment was applied at 55 Prospect Street. Trent Martin Plumbing replaced bathroom sink drain in 65-8 & replaced main water shutoff valve in building 64.

**M/Kozuch, S/Butler.** Motion to approve the Maintenance Report for April 2022 as presented. Unanimous vote.

The office renovation/repair project #083054 was discussed. The contractors hope to have the project completed by May 13, 2022.

The Board was given the Sexual Harassment Policy for review. Brenda found two sentences that felt needed attention for awkward wordage. Leslie will change wordage as discussed.

**M/Kozuch, S/Butler.** Motion to accept the Sexual Harassment Policy with wordage changed. Unanimous vote.

The Board was given the Maintenance Uniform Policy for review.

**M/Butler, S/Kozuch.** Motion to accept the Maintenance Uniform Policy. Unanimous vote.

The Minutes of April 12, 2022 were presented. We did not have a quorum necessary to approve the Minutes of April 12, 2022.

A temporary clerk is needed to approve the minutes of May 10, 2022.

**M/Kozuch, S/Davidson.** Motion to appoint Christine Butler as Temporary Clerk for May 10, 2022 Board Meeting. Unanimous vote.

The Executive Director's Report for April 2022 was presented. There was one vacancy as of April 30, 2022 and 2 new leases were signed I April. There were no credits issued. The number of applicants on wait list as of April 30, 2022 was 9,091. Yearly inspections were completed on April 6, 2022 for 100 Prospect Street units. Rob attended the MAHAMS training seminar on April 20, 2022. Topics discussed were Pest Mitigation Strategies, Under 10K Procurement and Plumbing: Tools, Techniques and Repairs. The CD at Bluestone Bank matures on 5-26-22. I will roll the CD over. Recertifications are complete. The increase in monthly rent from April 2022 to May 2022 is \$4496.00 monthly. Our Biennial GASB 75/OPEB valuation review has started. A new lawnmower was purchased for 100 Prospect Street.

Christine Butler suggested the Executive Director check into the term of the CD and only renew for 6 months in the hope the interest rates will increase.

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

The Check Register and Employee Earnings reports through May 10, 2022 were discussed.

**M/Butler, S/Kozuch.** Motion to approve the Check Register through May10, 2022 as presented. Unanimous vote.

**M/Butler, S/Kozuch.** Motion to approve the Employee Earnings Record through May 10, 2022 as presented. Unanimous vote.

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

**M/Butler, S/Kozuch.** Motion to acknowledge the Accountant's Report through March 31, 2022. Unanimous vote.

The Accountant's Quarterly Operating Statement through March 31, 2022 was presented.

**M/Butler, S/Kozuch.** Motion to acknowledge the Accountant's Quarterly Operating Statement through March 31, 2022. Unanimous vote.

**M/Butler, S/Kozuch.** Motion to adjourn the meeting at 9:20 a.m. Vote unanimous.

Lisa Lundstrom  
Executive Director

Attested Christine Butler  
Christine Butler, Temporary Clerk