

MINUTES
REGULAR MONTHLY MEETING
August 8, 2023
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, August 8, 2023 with said meeting called to order at 9:04 a.m. by Chairman Larry Davidson.

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

Board Members Absent: Christine Butler Vice Chairman
 Noreen Cahill Clerk

Others Present: Leslie Lundstrom Executive Director
 Suzanne DeRienzo Administrative Assistant

Leslie read one piece of correspondence. A tenant expressed appreciation for their efforts to our maintenance staff, Rob and Tony and also for the office staff, Suzanne & Leslie.

Leslie presented the maintenance report for July 2023. 51 work orders were generated and 55 were completed. Maxi-Clean replaced flooring at 89-8 and 5-1. Johnson Controls replaced a control module in building 89. Maxi-Clean replaced flooring in G-05. Jim Dorsey & Sons repaired an air conditioning leak at 34-44. Burgess Pest control performed annual pest service at all locations.

M/Kozuch, S/Luddy-Ross. Motion to approve the Maintenance Report for July 2023 as presented. Unanimous vote.

ARPA 689 Fire Alarm System Upgrade #083060 – The bidding process has started and a pre-bid conference has been slated for August 23, 2023 at 10:00 a.m.

ARPA 667-1 Walkways #083061 – BSG Group had submitted a proposal for a land survey for \$10,500, but CAD files have been located and a study may not be needed.

ARPA 667-3 Common Hallway Flooring #083062 – The contractors have begun the process of leveling and installing vinyl plank flooring in the common hallways.

ARPA 667-1 & 2 Fire System #083067 – A fee proposal has been submitted and approved by GGD Consulting Engineers, Inc. for \$60,088.00.

667-1 EMG Stair Repair #083068 – Quotes for stair repair as previously directed may not be feasible due to limited space to complete bolting and excessive labor needed. Kate Ferrera, our RCAT advisor will be back in touch with Leslie to discuss on how to proceed.

667-1 Exterior Balcony & Stairwells Study #083069 – This project is in the planning stage.

Our present Pet Committee members have agreed to continue to represent the Housing Authority with needs that may arise. Tenant members are Vicki Duarte and Mary Burns. Also on our Committee is Dr. Rosemary Botelho from Bridgewater Veterinary Clinic and Corinne Lawson, a Project & Development Coordinator from the APSCM.

M/Luddy-Ross, S/Kozuch. Motion to approve Vicki Duarte, Mary Burns, Dr. Rosemary Botelho and Corinne Lawson, APSCM to continue to serve on our Pet Committee. Unanimous vote.

Marcia Weidenfeller has agreed to continue to serve as Grievance Officer on our Grievance Panel and Steven Brown has agreed to serve as Alternate Grievance Officer.

M/Luddy-Ross, S/Kozuch. Motion to approve Marcia Weidenfeller as our Grievance Officer and Steven Brown as our Alternate Grievance Officer. Unanimous vote.

Leslie presented a Pre-Employment Screening Policy for approval.

M/Luddy-Ross, S/Kozuch. Motion to approve the Pre-Employment Policy as presented. Unanimous vote.

Leslie presented a Probationary Employees Policy for approval.

M/Kozuch, S/Luddy-Ross. Motion to approve the Probationary Employees Policy as presented with minor grammatical edits as discussed. Unanimous vote.

Leslie presented the Emergency On-Call Policy for review. This policy will incorporate the monetary principles of our Emergency Overtime Policy that was reviewed and accepted on July 12, 2022.

M/Kozuch, S/Luddy-Ross. Motion to approve the Emergency On-Call Policy with a few minor grammatical edits. Unanimous vote.

The minutes of July 11, 2023 and July 14, 2023 were presented. A Temporary Clerk is needed for approval of these minutes.

M/Davidson, S/Kozuch. Motion to approve Sandra Luddy-Ross as Temporary Clerk for the July meetings. Unanimous vote.

M/Luddy-Ross, S/Kozuch. Motion to approve the minutes of July 11, 2023. Unanimous vote.

M/Kozuch, S/Luddy-Ross. Motion to approve the minutes of July 14, 2023. Unanimous vote.

The Executive Director's Report for July 2023 was presented. There was 1 vacancy as of July 31, 2023 and one new lease was signed in July. No credits were issued. The number of applicants on our wait list as of July 31, 2023 was 12,716. Waitlist screening is ongoing. Leslie and Rob met with Thomas Carey from Paradigm Energy Services on July 6, 2023 to discuss energy efficient radiators for our 100 Prospect Street property. Leslie met with Kate Ferreira and John Massey from our RCAT team along with Rescom architect Josh Lewis and Steve, the hallway flooring contractor representative on July 6, 2023 to inspect the floors at 100 Prospect Street. As a result of that meeting, it was decided that a change order was needed to add a leveler system to the badly damaged first floor. Because of the lack of communication between Continental Flooring, their contractors, our architects, the RCAT's and the Housing Authority and the fact that Leslie was going on vacation the week of July 17, 2023 and was getting multiple directives from Continental Flooring and the sub-contractors, it was decided that the flooring project will stop and resume on July 27, 2023. A special meeting was held on July 14, 2023 to approve change order #1 for the Common Hallway Flooring project. Leslie met with Michael Cruz from DDS with a prospective tenant for our congregate unit on July 14, 2023.

M/Kozuch, S/Luddy-Ross. Motion to approve the Executive Directors report for July 2023 as presented. Unanimous vote.

The Check Register and Employee Earnings report through August 8, 2023 were presented.

M/Kozuch S/Luddy-Ross. Motion to approve the Check Register through August 8, 2023 as presented. Unanimous vote.

M/Luddy-Ross, S/Kozuch. Motion to approve the Employee Earnings Record through August 8, 2023 as presented. Unanimous vote.

The Accountant's Report through June 30, 2023 was presented.

M/Kozuch, S/Luddy-Ross. Motion to acknowledge the Accountant's Report through June 30, 2023. Unanimous vote.

The certification of Notification Procedures for Federal and State Lead Paint Laws was discussed. Leslie provided the Lead Paint Compliant List and the In-Complete List for all properties for Board review. All leased apartments were compliant.

M/Luddy-Ross, S/Kozuch. Motion to certify that the East Bridgewater Housing Authority is in compliance with the Federal and State Regulations and is maintaining proper record-keeping related to such requirements. Unanimous vote.

The Certification of Top Five Salaries was discussed. Leslie produced the Top 5 Compensation Form for FY2023 prepared by Daniel Robillard, PC based on the Payroll Ledger for check dates from July 1, 2022 to June 30, 2023.

M/Luddy-Ross, S/Kozuch. Motion to certify the Fiscal Year End Forms and Certifications for the Top 5 Compensation Form for FY2023 prepared by Daniel Robillard, PC. Unanimous vote.

The year-end financial statements for fiscal year ending June 30, 2023 were discussed.

M/Luddy-Ross, S/Kozuch. Motion to certify the financial statements for the fiscal year ending June 30, 2023. Unanimous vote.

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

Respectfully submitted as approved on September 12, 2023 by Brenda Kozuch, Temporary Clerk.