

MINUTES  
REGULAR MONTHLY MEETING  
October 10, 2023  
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, October 10, 2023 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  
                                     Brenda Kozuch        Assistant Treasurer  
                                     Noreen Cahill        Clerk

Board Members Absent:    Christine Butler       Vice Chairman

Others Present:            Leslie Lundstrom     Executive Director  
                                     Suzannne DeRienzo   Administrative Assistant  
                                     Robert Wilson        Maintenance Mechanic Laborer

Leslie read one piece of correspondence. A tenant's family member expressed appreciation to Suzanne and Leslie for all they have done for their mother.

Leslie presented the maintenance report for September 2023. 63 work orders were generated and 58 were completed. Maxi Clean installed kitchen and bathroom vinyl plank flooring in 6-2. Robert Irvine & Sons replaced a shower valve in 89-5. William Hogan Electric replaced a thermostat in 5-4. Hometown Carpet Cleaning cleaned the carpet in 64-4. The Mold Guys looked at bathrooms in building 89. Adam Ironworks welded exterior stairs at our 667-1 property. Paul Topham from Topham Home Improvement encased the elevator shaft on the roof at 100 Prospect Street in rubber to try and rectify an apartment leak. Mass Floors installed vinyl plank flooring at 95 Prospect Street.

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

ARPA 689 Fire Alarm System Upgrade #083060 – John Murphy was contacted for his opinion on going out to bid the week of October 23rd or 30<sup>th</sup>, 2023.

ARPA 667-1 Walkways #083061 –BSC Group was surveying our property the week of September 19, 2023. A study is needed to proceed with walkway project.

ARPA 667-3 Common Hallway Flooring #083062 –Continental Flooring will do a few minor touchups in relation to the flooring replacement. A vote for substantial completion is needed.

**M/Luddy-Ross, S/Kozuch.** Motion to approve substantial completion for ARPA 667-3 Common Hallway Flooring #083062. Unanimous vote.

ARPA 667-1 & 2 Fire System #083067 – Garcia, Galuska & DeSousa, Inc. submitted a schematic design to EOHLIC on September 11, 2023. I also received Addendum #11 to WP 5001 YE 2026 to increase funding for this project in the amount of \$1,500,000.00. We will vote on that at our November 2023 meeting.

667-1 EMG Stair Repair #083068 –Adam Ironworks repaired all exterior stairs at our 667-1 property. A vote for final completion is needed.

**M/Cahill, S/Kozuch.** Motion to approve final completion for 667-1 EMG Stair Repair #083068. Unanimous vote.

667-1 Exterior Balcony & Stairwells Study #083069 – We are hoping to turn this project into a brush, scrape and paint project to prolong the life of the existing staircase.

The YE 2024 Performance Management Review was presented. We received no findings, but did have operational guidance due to our 667 and 705 tenants account receivables. One tenant abandoned their apartment and it took over a year to gain possession of the apartment due to legal procedure. The other tenant moved from the property without paying their last few months rent. This PMR will be reviewed and approved at our November 2023 Board meeting.

Leslie signed a contract with Paradigm Energy Services to do weatherization work at all of our elderly developments. Services will include in-unit air sealing, door kits and sweeps, common area air sealing, common area insulation, common area ventilation, low flow aerators and shower heads and attic insulation and ventilation.

**M/Luddy-Ross, S/Cahill.** Motion to approve contract with Paradigm Energy Services. to perform weatherization services at our elderly developments. Unanimous vote.

Leslie signed a contract with Action, Inc. to install air source heat pumps at our 667-1 and 667-2 properties. There is no charge for this service.

**M/Luddy-Ross, S/Kozuch.** Motion to approve the contract with Action, Inc. to install air source heat pumps at our 667-1 and 667-2 properties. Unanimous vote.

An Employees Personnel Policy Handbook was presented to the Board for approval.

**M/Kozuch, S/Cahill.** Motion to approve the Employees Personnel Policy Handbook. Unanimous vote.

Leslie asked approval to obtain an After Hours Maintenance Answering Service. Tenants will call a phone number provided, the service will screen calls to weed out the non emergency work orders and telemarketing calls. Leslie spoke with OD Answering Service. There is a charge of

\$85.00 per month for this service based on our estimated monthly calls. This fee may increase based on the volume of calls that would exceed this rate quoted.

**M/Cahill, S/Luddy-Ross.** Motion to procure an After Hours Maintenance Answering Service. Unanimous vote.

The minutes of September 12, 2023 were presented for approval. A Temporary Clerk is needed for approval of these minutes.

**M/Cahill, S/Luddy-Ross.** Motion to approve Brenda Kozuch as Temporary Clerk for the September 12, 2023 meeting. Unanimous vote.

**M/Kozuch, S/Luddy-Ross.** Motion to approve the minutes of September 12, 2023. Unanimous vote.

The Executive Director's Report for September 2023 was presented. There was one vacancy as of September 30, 2023 and one lease was signed. No credits were issued. The number of applicants on our wait list as of September 30, 2023 was 13,676. Waitlist screening is ongoing. We are actively pursuing window replacement for our 667-1 property. We will receive free window replacements for all single pane windows and will use Capital Improvement monies to replace the rest of the windows that have been replaced through the years. All the windows will match and these projects should start in the Spring of 2024. The YE 2024 689 and 400-1 program budgets were approved by EOHLC. The final disposition I was working on this year is complete!

**M/Kozuch, S/Cahill.** Motion to approve the Executive Directors report for September 2023 as presented. Unanimous vote.

The Check Register and Employee Earnings report through October 10, 2023 were presented.

**M/Luddy-Ross, S/Cahill.** Motion to approve the Check Register through October 10, 2023 as presented. Unanimous vote.

**M/Kozuch, S/Cahill.** Motion to approve the Employee Earnings Record through October 10, 2023 as presented. Unanimous vote.

The Accountant's Report through August 31, 2023 was presented.

**M/Luddy-Ross, S/Cahill.** Motion to acknowledge the Accountant's Report through August 31, 2023. Unanimous vote.

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

Respectfully submitted as approved at November 14, 2023 meeting by Noreen Cahill.

