

MINUTES
REGULAR MONTHLY MEETING
November 14, 2023
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, November 14, 2023 with said meeting called to order at 9:00 a.m. by Chairman Larry Davidson.

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

Board Members Absent:	Noreen Cahill	Clerk
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Others Present:	Leslie Lundstrom	Executive Director
	Suzanne DeRienzo	Administrative Assistant
	Robert Wilson	Maintenance Mechanic Laborer

Leslie read one piece of correspondence. A tenant expressed appreciation and patience to Suzanne and Leslie for help with her rent.

Leslie presented the maintenance report for October 2023. 53 work orders were generated and 67 were completed. Patriot Services cleared a bathroom drain clog at 77-1 & 77-2. William Hogan Electrical wired a bathroom heater at 24-2 and a thermostat at 89-5. Hometown Carpet cleaned carpet at 24-2. Johnson Controls repaired the fire system, bringing it to “no faults”. William Hogan Electrical repaired an outlet on the first floor at 100 Prospect Street due to damage by flooring contractors. Continental Flooring will pay him directly. Robert Irvine & Son replaced a circulator pump and pressure valve at 100 Prospect Street. John West Tree Services trimmed trees at 100 Prospect Street. Hometown Carpets cleaned carpets at 103 and 104. Bruce McKean painted 104. Flair Carpet replaced carpet at 103 and United Elevator repacked pistons in elevator.

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

ARPA 689 Fire Alarm System Upgrade #083060 –Bid packages went out on October 25, 2023 and a preconstruction meeting was held on November 1, 2023. Bids are due November 15, 2023.

ARPA 667-1 Walkways #083061 –Construction documents have been submitted by BSC Group, Inc. and they are currently under review by EOHLIC.

ARPA 667-3 Common Hallway Flooring #083062 –The common hallway flooring installation is complete at 100 Prospect Street. A vote for final completion is needed.

M/Butler, S/Kozuch. Motion to approve final completion for ARPA 667-3 Common Hallway Flooring #083062. Unanimous vote.

ARPA 667-1 & 2 Fire System #083067 – Garcia, Galuska & DeSousa, Inc. submitted schematic designs to EOHLC and are under review

667-1 Exterior Balcony & Stairwells Study #083069 – There is nothing new to report on this project at this time.

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.

M/Luddy-Ross, S/Kozuch. Motion to acknowledge the YE 2024 Performance Management Review as presented. Unanimous vote.

WP #5001 YE 2026 Amendment #11 was presented to the Board for approval. We have been awarded an emergency award (planning grant) in the amount of \$150,000.00 for our 667-1 and 2 fire alarm upgrade.

M/Kozuch, S/Butler. Motion to approve WP #5001 YE 2026 Amendment #11. Unanimous vote.

Leslie provided the Board with a breakdown of additional hours worked over her regular 32 hour work week, working on the 667-3 Common Hallway Flooring project #083062. Total hours worked were 10.5. Because Leslie is a part time employee she is entitled to compensation for extra hours worked. Total amount due Leslie is \$508.97.

M/Kozuch, S/Butler. Motion to approve compensating Leslie for hours worked over her 32 hours work week in the amount of \$508.97. Unanimous vote.

The minutes of October 10, 2023 were presented for approval.

M/Kozuch, S/Luddy-Ross. Motion to approve the minutes of October 10, 2023. 3 Ayes, 1 abstain.

The Executive Director's Report for October 2023 was presented. There were three vacancies as of October 31, 2023 and no leases were signed. No credits were issued. The number of applicants on our wait list as of October 31, 2023 was 14,373. Waitlist screening is ongoing. Suzanne, Tony and Leslie attended a Biohazard Meeting hosted by Trauma Services on October

11, 2023. Paradigm Energy completed weatherization services on October 12, & 13, 2023. Rob attended the Maham's Conference on October 16, 2023. Meetings attended were Leading with Vision and Communicating for Success presented by Dr. Kristin Noone and Door Repairs presented by Geoff Murphy, Murphy Construction. Rob and Leslie met with Colin Heneghan from Action, Inc. and employees of Gem Plumbing and Heating to discuss plans for the air source heat pumps that will be installed at our Riddell Road property on October 27, 2023. Colin McGreкен from ABCD inspected 667-3 units that had weatherization services provided by Paradigm Energy. Our Annual Plan for Fiscal Year 2024 was approved by EOHLC. Leslie signed a one year contract to end January 1, 2025 with Hampden Technologies. They provide our computer program for work orders, accounts payable and tenant management. There is a \$32.00 per quarter increase in their services.

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

The Check Register and Employee Earnings report through November 14, 2023 were presented.

M/Butler, S/Kozuch. Motion to approve the Check Register through November 14, 2023 as presented. Unanimous vote.

M/Luddy-Ross, S/Butler. Motion to approve the Employee Earnings Record through November 14, 2023 as presented. Unanimous vote.

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

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

The Quarterly Operating Statement through September 30, 2023 was presented.

M/Butler, S/Luddy-Ross. Motion to acknowledge the Quarterly Operating Statement through September 30, 2023. Unanimous vote.

M/Luddy-Ross, S/Butler. Motion to adjourn the meeting at 9:23 a.m. Vote unanimous.

Respectfully submitted as approved at December 12, 2023 meeting by Brenda Kozuch.