

MINUTES
REGULAR MONTHLY MEETING
September 12, 2023
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, September 12, 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

Others Present: Leslie Lundstrom Executive Director
 Suzannne DeRienzo Administrative Assistant
 Robert Wilson Maintenance Mechanic Laborer
 Daniel Robillard Milne, Shaw & Robillard, PC

Leslie read one piece of correspondence. A tenant expressed appreciation for their efforts to our maintenance staff, Rob and Tony for moving the picnic table in the gazebo at 100 Prospect Street to face the street.

Leslie presented the maintenance report for August 2023. 44 work orders were generated and 44 were completed. Green Environmental performed flooring remediation at 6-2. Robert Irvine & Son checked on a potential leak at 89-2. Mass Floors installed carpeting in 6-2. William Hogan Electric looked at our intercom at 100 Prospect Street, but said they were unable to repair it. Stadelmann Electric did the repair on the intercom at 100 Prospect Street. Patriot Services cleared a clog at 109. South Shore Generator and P.E. Huntington Electric was at 100 Prospect Street for the elevator inspection.

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

Daniel Robillard presented the budget for YE 2024. Some of the key highlights were:
-7% increase to ANUEL for c.200 & 705 units and a 13% increase to ANUEL for c.667 Units.
-2% increase to maximum unit-based Executive Director Salaries with Board Approval.
-Clarification on treatment for Executive Director salaries of redeveloped properties managed by other entities.
7% maximum increase to administrative salaries line item; increases above that threshold require submission of reorganization plan with budget.

- Cap on additional wages for serving as working maintenance supervisor raised from \$3.00 to \$8.00 per hour.
- Air Source Heat Pump budget exemption increased to \$250.00 from \$150.00 for each unit with a heat pump to support maintenance and encourage installation of Air Source Heat Pumps.
- LHA's to retain 100% of Net Metering Credit savings, rather than 50%.
- Clarification that LHA's retain all savings from onsite renewable energy generation contracts.

The Executive Directors Salary Schedule and Worksheet was presented to the Board. The worksheet calculated a maximum of \$81,089 salary allowed for Leslie Lundstrom.

M/Luddy-Ross, S/Butler. Motion to approve the Executive Director salary increase. Salary will be \$81,089 for YE 2024. Unanimous vote.

Motion: Sandra Luddy-Ross moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 400-1 for fiscal year ending 6/30/2024 showing a total revenue of \$948,804 and total expenses of \$916,004 thereby requesting a subsidy of \$92,916. **Brenda Kozuch** seconded the motion which, upon roll-call was passed by a vote of 4 for to 0 against.

Motion: Christine Butler moved that the proposed Operating Budget for State-aided Housing of the East Bridgewater Housing Authority, Program Number 689-1 for fiscal year ending 6/30/2024 showing total revenue of \$29,784 and total expenses of \$29,780 thereby requesting a subsidy of 0. **Sandra Luddy-Ross** seconded the motion which, upon roll call, was passed by a vote of 4 for 0 against.

The contract for Milne, Shaw & Robillard, P.C. was discussed.

M/Butler, S/Kozuch. Motion to approve a two-year contract with Milne, Shaw & Robillard, P.C. for accounting services for years ending 6/2024 and 6/2025. Unanimous vote.

ARPA 689 Fire Alarm System Upgrade #083060 – Bids were due for this project on 9-8-2023. No bids were received. The re-bid process will begin in 4 – 6 weeks.

ARPA 667-1 Walkways #083061 – BSG Group submitted a proposal for a topographical survey for this project. The cost is \$6,000.00. Leslie authorized this survey.

ARPA 667-3 Common Hallway Flooring #083062 – Continental Flooring, Inc. submitted substantial completion paperwork to RESCOM for approval.

ARPA 667-1 & 2 Fire System #083067 – Schematic drawings from GGD Consulting Engineers, Inc. have been submitted for approval.

667-1 EMG Stair Repair #083068 – Original plan to repair stairs has changed due to further consideration. Adam from Ironworks looked at the stairs and will submit a quote to weld all 12 sets of stairs and another quote to sand and paint them.

667-1 Exterior Balcony & Stairwells Study #083069 – This project is in the planning stage and there is nothing new to report.

The Emergency On-Call policy was presented to the Board for review and approval.

M/Butler, S/Kozuch. Motion to approve the Emergency On-Call Policy. Unanimous vote.

A Workers Compensation Policy was presented to the Board for approval.

M/Butler, S/Luddy-Ross. Motion to approve the Workers Compensation Policy. Unanimous vote.

Leslie presented a Promotion Policy for approval.

M/Butler S/Kozuch. Motion to approve the Promotion Policy as presented. Unanimous vote.

Leslie presented a Political Participation Policy for approval.

M/Kozuch, S/Butler. Motion to approve the Political Participation Policy as presented. Unanimous vote.

Leslie presented bid tabulations for a contract for vinyl plank flooring installation as needed. Flair Carpet, Inc. was the lowest bidder. Leslie reviewed all references and is in favor of awarding Flair Carpet, Inc. the flooring contract from October 1, 2023 to September 30, 2024, with the option to renew for two (2) additional one-year periods with Board approval.

M/Luddy-Ross, S/Kozuch. Motion to approve a one - year contract with Flair Carpet, Inc. from October 1, 2023 to September 30, 2024, Unanimous vote.

The minutes of August 8, 2023 and August 24, 2023 were presented. A Temporary Clerk is needed for approval of these minutes.

M/Luddy-Ross, S/Butler. Motion to approve Brenda Kozuch as Temporary Clerk for the August 2023 meetings. Unanimous vote.

M/Luddy-Ross, S/Kozuch. Motion to approve the minutes of August 8, 2023. Unanimous vote.

M/Butler, S/Luddy-Ross. Motion to approve the minutes of August 24, 2023. Unanimous vote.

The Executive Director's Report for August 2023 was presented. There were 2 vacancies as of

August 31, 2023 and no leases were signed in August. No credits were issued. The number of applicants on our wait list as of August 31, 2023 was 13,193. Waitlist screening is ongoing. Leslie attended a CHAMP virtual meeting on the new priority preference screening that is slated to be in effect sometime in September on August 2, 2023. The elevator was inspected on August 4, 2023 and we received our Certificate of Use of Elevator. The Plymouth County Sheriff's Dept. employees have started power washing the Gazebo at 100 Prospect Street. They will also put preservative on it, paint railings at Prospect Street, power wash family buildings as needed and power wash, repair and paint family tenant's bulkheads. Leslie attended a PMR workshop virtually on Wednesday, August 30, 2023 with Beth Thompson from Cybersense to discuss the CHAMP procedure necessary for our PMR.

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

The Check Register and Employee Earnings report through September 12, 2023 were presented.

M/Luddy-Ross, S/Kozuch. Motion to approve the Check Register through September 12, 2023 as presented. Unanimous vote.

M/Butler, S/Luddy-Ross. Motion to approve the Employee Earnings Record through September 12, 2023 as presented. Unanimous vote.

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

M/Butler, S/Kozuch. Motion to acknowledge the Accountant's Report through July 31, 2023. Unanimous vote.

M/Kozuch, S/Butler. Motion to adjourn the meeting at 9:44 a.m. Vote unanimous.

Respectfully submitted as approved at October 10, 2023 meeting by Brenda Kozuch.