

MINUTES
REGULAR MONTHLY MEETING
March 12, 2024
9:00 A.M.

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, March 12, 2024 with said meeting called to order at 9:00 a.m. by Treasurer, Sandra Luddy-Ross.

Board Members Present:	Sandra Luddy-Ross	Treasurer
	Brenda Kozuch	Assistant Treasurer
	Noreen Cahill	Clerk
Board Members Absent:	Larry Davidson	Chairman
	Christine Butler	Vice Chairman
Others Present:	Leslie Lundstrom	Executive Director
	Suzanne DeRienzo	Administrative Assistant
	Robert Wilson	Maintenance Mechanic Laborer

No correspondence was received.

Leslie presented the maintenance report for February 2024. 54 work orders were generated and 55 were completed. Bruce McKean painted apartment 77-4. Flair Carpet installed transition strips in 5-1 and 77-4. Patriot Services removed a clog in the main line affecting 77-1 and 77-2. Robert Irvine & Sons replaced a zone valve in 210 and a ball valve in 110.

M/Kozuch, S/Cahill. Motion to approve the Maintenance Report for February 2024 as presented. Unanimous vote.

#083060 - ARPA 689 Fire Alarm System Upgrade– William Hogan Electric is finished with the install of this project. Panel testing is scheduled for March 13, 2024. Substantial and Final completion vote is needed pending designer final approval. \$40,539.67.

M/Kozuch, S/Cahill. Motion to approve substantial completion for #083060 ARPA 689 Fire System Upgrade pending designer final approval. Unanimous.

M/Kozuch, S/Cahill. Motion to approve final completion for #083060 ARPA 689 Fire System Upgrade pending designer final approval and to release funds in the amount of \$40,539.67 to William Hogan Electric. Unanimous.

#083061 - ARPA 667-1 Walkways– The Housing Authority received an approval to bid notice. The bid documents should be submitted by BSC Group within 3 weeks of March 9, 2024.

#083067 - ARPA 667-1 & 2 Fire System Upgrade - The Housing Authority received an approval to bid notice. Leslie is awaiting advertising paperwork from GGD Consulting Engineers. Bids from this project are due April 10, 2024.

#083069 - 667-1 Exterior Balcony & Stairwells Painting– There were no changes to the status of this project since our February 2024 Board meeting.

#083070 – 667-1 Window Replacement – EOHLC has approved the fee proposal of Studio Umbra LLC for this project in the amount of \$18,000. Leslie executed the design contract for this project on 3-6-24.

#083071 – Sustainability Refrigerator Award – There were no changes to the status of this project since our February 2024 Board meeting.

#083072 – 667-3 Roof Replacement - Leslie attended a virtual meeting with Juliet Borja our architect for this project, Eugenio Fernandez from Studio Umbra LLC, designer and Cynthia Peirce Barney – the Housing Authority’s project manager on March 6, 2024. Eugenio advised us to replace the entire roof. Repairing one section may cause more water problems. He will be drawing up plans for the entire roof. Leslie believes Cynthia is going to ask for emergency and sustainability monies for this project as we do not have enough Capital Improvement Plan monies to cover the cost of this project.

#083075 – Sustainability 100 Prospect Street Office Air Source Heat Pumps – EOHLC has approved the fee proposal of designer Rogue Engineering & Design for this project in the amount of \$9660. The design contract has been executed.

Leslie presented the East Bridgewater 2025 Annual Plan for approval.

M/Kozuch, S/Cahill. Motion to approve the East Bridgewater Housing Authority 2025 Annual Plan. Unanimous vote.

Leslie presented the FY2023 GASB 74/75 Report.

M/Cahill, S/Kozuch. Motion to acknowledge the FY 2023 GASB 74/75 Report. Unanimous vote.

The minutes for December 12, 2023 were presented for approval. We were unable to approve these minutes due to lack of quorum. We will table these minutes until next month.

The minutes of February 22, 2024 were presented for approval.

M/Kozuch, S/Cahill. Motion to approve the minutes of February 22, 2024. Unanimous vote.

The Executive Director’s Report for February 2024 was presented. Apartment vacancies as of February 29, 2024 – 4, new leases signed in February 2024 – 0. One credit in the amount of \$1010. was issued as a result of a 2023 recertification error. Number of applicants on wait list as

of February 29, 2024 – 15,776. Waitlist screening is ongoing. Recertification of all of our tenants is ongoing. Inspections were performed at our 100 Prospect Street property on February 14, 2024. Rob and Leslie met with Colin Heneghan from Action, Inc., and members of Gem Plumbing & Heating Co. on February 15, 2024. Inspections of the property were done pertaining to the ASHP installations. Rob, Tony and Leslie attended a workshop regarding OSHA regulations hosted by SMEDA on February 21, 2024 at Barrett’s Alehouse in West Bridgewater. Leslie attended a virtual CHAMP class on February 27, 2024 to discuss changes coming.

M/Cahill, S/Kozuch. Motion to approve the Executive Directors report for February 2024, as presented. Unanimous vote.

The Check Register and Employee Earnings report through March 12, 2024 were presented.

M/Kozuch, S/Cahill. Motion to approve the Check Register through March 12, 2024 as presented. Unanimous vote.

M/Cahill, S/Kozuch. Motion to approve the Employee Earnings Record through March 12, 2024 as presented. Unanimous vote.

The Accountant’s Report through January 31, 2024 was presented.

M/Cahill, S/Kozuch. Motion to acknowledge the Accountant’s Report through January 31, 2024. Unanimous vote.

M/Kozuch, S/Cahill. Motion to adjourn the meeting at 9:28 a.m. Vote unanimous.

Respectfully submitted as approved at April 9, 2024 meeting by Noreen Cahill.