

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

The East Bridgewater Housing Authority held its regular monthly meeting on Tuesday, January 9, 2024 with said meeting called to order at 9:05 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

There was no correspondence for the month of December to report.

Leslie presented the maintenance report for December 2023. 65 work orders were generated and 66 were completed. Patriot Services cleared a clog in the main line in building 24 that affected apartment 2. William Hogan Electric replaced a thermostat in 88-6. Bruce McKean painted apartment 6-7. John DeCosta Locksmith repaired a lock in 207. Pete Huntington completed fire alarm testing at 100 Prospect Street and 33/44 Prospect Street. Hometown Carpet cleaned carpet in 207. Adam Ironworks installed a railing at the emergency access road door. Patriot Services jetted the lines at 100 Prospect Street after pumping was completed. Claude DuBord completed septic pumping at all locations. Red's Truck Service repaired the snow plow for the F-350 truck.

M/Kozuch, S/Cahill. Motion to approve the Maintenance Report for December 2023 as presented. Unanimous vote.

ARPA 689 Fire Alarm System Upgrade #083060 – This project was awarded to William Hogan Electrical. RCAT's are awaiting final paperwork from Bill to proceed. Once received, a pre-construction meeting will be scheduled.

ARPA 667-1 Walkways #083061 – Ben Oxender, our engineer from EOHLC is reviewing construction documents. Bid process should start this month as to take advantage of competitive pricing.

ARPA 667-1 & 2 Fire System #083067 – Design has been approved by EOHLC. Construction document submission is due January 12, 2024.

667-1 Exterior Balcony & Stairwells Painting #083069 – Cynthia Peirce Barney, our project manager approved changing the Ext. Balcony & Stairwells Study to Ext. Balcony & Stairwells Painting. The estimated construction cost is \$48,550 – total development cost is \$60,688.

#083071 – Sustainability Refrigerator Award – I have nothing to report on this project.

#083074 – 667-3 EMG Roof Repair – A work order has been submitted by Juliet Borja, Architect at EOHL.

Leslie sent out a bid package for a new heating/plumbing contract. The only bid received was from Robert Irvine & Sons. This is the same company we had a contract with last year and we were pleased with their service. Their bid came in as Regular Hours - \$170 & 171.00 per hour and Overtime Hours - \$256.00 per hour.

M/Cahill, S/Kozuch. Motion to approve Robert Irvine & Sons Plumbing/Heating contract from January 15, 2024 to January 15, 2025. Unanimous vote.

Leslie presented the Agreed Upon Procedures Audit report for YE2023. There were no exceptions to this report.

M/Kozuch, S/Cahill. Motion to accept the results of the Agreed Upon Procedures Audit FY2023. Unanimous vote.

EOHL will increase the ARPA Contract for Financial Assistance 4050 Amendment #1 for project #083060 689 Fire Alarm System Upgrade from \$35,574 to \$67,554 an increase of \$31,980.

M/Kozuch, S/Cahill. Motion to approve ARPA Contract for Financial Assistance 4050 Amendment #1 for project #083060 689 Fire Alarm System Upgrade from \$35,574 to \$67,554 an increase of \$31,980. Unanimous vote.

Leslie requested approval to place an ad in the Spring 2024 MassNAHRO Conference Program Book in the amount of \$60.00.

M/Cahill, S/Kozuch. Motion to approve ad placement in the Spring 2024 MassNAHRO Conference Program Book in the amount of \$60.00. 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 Executive Director's Report for December 2023 was presented. Apartment vacancies as of December 31, 2023 – 2, new leases signed in December 2023 – 0. No credits were issued. Number of applicants on wait list as of December 31, 2023 - 14,973. Waitlist screening is ongoing. Tony and Leslie attended a pre bid conference for the 689 fire panel replacement on December 5, 2023. Inspections were performed at our 667-2 property on December 7, 2023.

Rob, Tony and Leslie attended a Snow and Ice Removal Webinar on December 12, 2023. Discussed were safety measures related to snow and ice removal equipment. Rob, myself, Juliet Borja an architect from EOHLC and Kate Ferreira, our RCAT advisor met on December 15, 2023 to look at the roof at 100 Prospect Street to assess our needs regarding the roof leak that is entering one of our apartments. We also went to our 667-2 property to look at existing windows for future replacement.

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

The Check Register and Employee Earnings report through January 9, 2024 were presented.

M/Kozuch, S/Cahill. Motion to approve the Check Register through January 9, 2024 as presented. Unanimous vote.

M/Cahill, S/Kozuch. Motion to approve the Employee Earnings Record through January 9, 2024 as presented. Unanimous vote.

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

M/Cahill, S/Kozuch. Motion to acknowledge the Accountant's Report through November 30, 2023. Unanimous vote.

M/Kozuch, S/Cahill. Motion to adjourn the meeting at 9:27 a.m. Vote unanimous.

Respectfully submitted as approved at February 22, 2024 meeting by Noreen Cahill.