

Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, January 10, 2023 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, January 10, 2023 at 6:00 pm in the Community Room at 7 Esther Drive, West Bridgewater, MA 02379.

**Members Present:**

Paula Bunker, Chairman  
John Cruz, Treasurer  
Raymund Rogers, Vice-Chairman  
Dennis Packard, Member  
Diane Perry, Member (via phone)

**Members Absent:**

**Others Present:**

Betty Gibbons, Executive Director

Call Meeting to Order at 6:03 pm Operation under the authority of MGL. chapter 111

**New Business:**

Motion by John Cruz and seconded by Ray Rogers to approve the minutes of the Regular Meeting held on December 13, 2022. So, Voted.

Review and approve the bills paid through January 10, 2023. Motion made by John Cruz to approve the payments of the bills paid through January 10, 2023. Seconded by Dennis Packard. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending November 30, 2022. The report shows that reserves are currently 13.11%. This reserve is currently below DHCD Operational Guidance threshold of 35%. Motion made by Diane Perry to approve the accountants report. Seconded by Ray Rogers. So, Voted.

Board reviewed & voted on the current Major Appliance & Heavy Item Policy. Motion made by Diane Perry to approve the current Major Appliance & Heavy Item Policy. Seconded by Dennis Packard. So, Voted.

Board to review, vote and adopt the Inspection Policy. Motion made by Dennis Packard to approve and adopt the Inspection Policy. Seconded by Ray Rogers. So, Voted.

Board acknowledged the following PHN Notice:

2022-23 – Attestation form for Nonpayment Notices to Quit.

**Executive Director's Report**

**Maintenance Report**

Monthly Maintenance Report

**Adjourn:**

Motion made by Ray Roges to adjourn the meeting at 6:19 pm. Seconded by John Cruz. So, Voted.

Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, February 14, 2023 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, February 14, 2023 at 6:00 pm in the Community Room at 7 Esther Drive, West Bridgewater, MA, 02379.

**Members Present:**

Paula Bunker, Chairman  
John Cruz, Treasurer  
Raymund Rogers, Vice-Chairman  
Dennis Packard, Member

**Members Absent:**

Diane Perry, Member

**Others Present:**

Betty Gibbons, Executive Director

Call Meeting to Order at 6:07 pm Operation under the authority of MGL. chapter 111

**New Business:**

Motion by Ray Rogers and seconded by Dennis Packard to approve the minutes of the Regular Meeting held on January 10, 2023. So, Voted.

Review and approve the bills paid through February 14, 2023. Motion made by Ray Rogers to approve the payments of the bills paid through February 14, 2023. Seconded by Dennis Packard. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending December 31, 2022. The report shows that reserves are currently 13.08%. This reserve is currently below DHCD Operational Guidance threshold of 35%. Motion made by Ray Rogers to approve the accountants report. Seconded by Dennis Packard. So, Voted.

Review and approve the Accountant Quarterly Operating Statements for the period ending December 31, 2022. Motion made by Dennis Packard to approve the accountants quarterly operating statement. Seconded by Ray Rogers. So, Voted.

Board acknowledged PHN Notice 2023-01 – Guidance Related to Animals in State-aided Public Housing.

Board reviewed & voted on the revised Winter Plan and Snow Removal Policy. Motion made by Ray Rogers to approve the revised Winter Plan and Snow Removal Policy. Seconded by Dennis Packard. So, Voted.

Board reviewed & voted on the revised Inventory & Equipment Policy. Motion made by Ray Rogers to approve the revised Inventory & Equipment Policy. Seconded by Dennis Packard. So, Voted.

**Executive Director's Report**

**Maintenance Report**

Monthly Maintenance Report

**Adjourn:**

Motion made by John Cruz to adjourn the meeting at 6:25 pm. Seconded by Dennis Packard. So, Voted

Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, March 14, 2023 @ 6:00 pm

A Regular Meeting and Authority's Proposed Annual Plan for Fiscal Year 2024 was held on Tuesday, March 14, 2023 at 6:00 pm in the Community Room at West Bridgewater Housing Authority, 7 Esther Drive, West Bridgewater, MA, 02379.

**Members Present:**

Paula Bunker, Chairman  
Raymund Rogers, Vice-Chairman  
Dennis Packard, Member  
Diane Perry, Member (via phone)

**Members Absent:**

John Cruz, Treasurer

**Others Present:**

Betty Gibbons, Executive Director

Call Meeting to Order at 6:06 pm Operation under the authority of MGL. chapter 111

**New Business:**

Motion by Dennis Packard and seconded by Diane Perry to approve the minutes of the Regular Meeting held on February 14, 2023. So, Voted.

Review and approve the bills paid through March 14, 2023. Motion made by Ray Rogers to approve the payments of the bills paid through March 14, 2023. Seconded by Dennis Packard. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending January 31, 2023. The report shows that reserves are currently 38.77%. This reserve is currently above DHCD Operational Guidance threshold of 35%. Motion made by Ray Rogers to approve the accountants report. Seconded by Dennis Packard. So, Voted.

Board reviewed and voted to approved the revised Blood Borne Disease Policy. Motion made by Ray Rogers to approve the revised Blood borne Disease Policy. Seconded by Diane Perry. So Voted.

Board reviewed and voted to approve the current Personal Protective Equipment Policy. Motion made by Ray Rogers to approve the current Personal Protective Equipment Policy. Seconded by Dennis Packard. So, Voted.

**Annual Plan**

Board reviewed and voted to accept the Proposed Annual Plan for Fiscal Year 2024. Motion made by Diane Perry to accept the Proposed Annual Plan for Fiscal Year 2024. Seconded by Dennis Packard. So, Voted.

No comments were made on the Annual Plan.

**Executive Director's Report**

**Maintenance Report**

Monthly Maintenance Report

**Adjourn:**

Motion made by Ray Rogers to adjourn the meeting at 6:22 pm. Seconded by Dennis Packard. So, Voted.

Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, April 18, 2023 @ 6:00 pm

A Regular Meeting and Authority's Proposed Annual Plan for Fiscal Year 2024 was held on Tuesday, April 18, 2023 at 6:00 pm in the Community Room at West Bridgewater Housing Authority, 7 Esther Drive, West Bridgewater, MA, 02379.

**Members Present:**

Paula Bunker, Chairman  
Raymund Rogers, Vice-Chairman  
Dennis Packard, Member  
Diane Perry, Member

**Members Absent:**

John Cruz, Treasurer

**Others Present:**

Betty Gibbons, Executive Director

Call Meeting to Order at 6:01 pm Operation under the authority of MGL, chapter 111

**New Business:**

Motion by Diane Perry and seconded by Dennis Packard to approve the minutes of the Regular Meeting held on March 14, 2023. So, Voted.

Review and approve the bills paid through April 18, 2023. Motion made by Diane Perry to approve the payments of the bills paid through April 18, 2023. Seconded by Dennis Packard. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending February 28, 2023. The report shows that reserves are currently 42.99%. This reserve is currently above DHCD Operational Guidance threshold of 35%. Motion made by Dennis Packard to approve the accountants report. Seconded by Diane Perry. So, Voted.

Board acknowledged the following PHN Notices:

- 2023-02 – Updated Release of Information for Tenants, Applicants and Voucher Holders
- 2023-04 – New Public Housing Redevelopment and Land Disposition Powers
- 2023-05 – New Inspector General Guidance Regarding Fiscal Responsibilities of  
LHA Board Members

Board to review and vote on the acceptance of PHN Notice 2023-03 – Wage Match for State Housing Program Tenants – Wage Match, v2 updated 2023. Motion made by Dennis Packard to accept PHN Notice 2023-03 – Wage Match for State Housing Program Tenants – Wage Match, v2 updated 2023. Seconded by Diane Perry. So, Voted.

Board to review and vote on Amendment #9 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$552,488.00. Motion made by Ray Rogers to accept Amendment #9 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$552,488.00. Seconded by Dennis Packard. So, Voted.

Board to review and vote on a two-year contract for the Executive Director – referencing the new contract term, salary and specific hours of work. Motion made by Ray Roges to accept the two-year Contract for the Executive Director with a salary of \$34,766.00 for 16 hours a week, Monday – Thursday From 8:00 am – 12:00 noon. Seconded by Diane Perry. So, Voted.

Board reviewed and voted to approve the current Garden Policy. Motion made by Ray Rogers to approve the current Garden Policy. Seconded by Diane Perry. So, Voted.

### **Executive Director's Report**

### **Maintenance Report**

Monthly Maintenance Report

### **Adjourn:**

Motion made by Ray Rogers to adjourn the meeting at 6:30 pm. Seconded by Diane Perry. So, Voted

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Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, May 9, 2023 @ 6:00 pm

A Regular Meeting and Authority's Proposed Annual Plan for Fiscal Year 2024 was held on Tuesday, May 9, 2023 at 6:00 pm in the Community Room at West Bridgewater Housing Authority, 7 Esther Drive, West Bridgewater, MA, 02379.

**Members Present:**

Paula Bunker, Chairman  
Raymund Rogers, Vice-Chairman  
John Cruz, Treasurer  
Dennis Packard, Member

**Members Absent:**

Diane Perry, Member

**Others Present:**

Betty Gibbons, Executive Director

Call Meeting to Order at 6:01 pm Operation under the authority of MGL. chapter 111.

**New Business:**

Motion by Ray Rogers and seconded by Dennis Packard to approve the minutes of the Regular Meeting held on April 18, 2023. So, Voted.

Review and approve the bills paid through May 9, 2023. Motion made by Dennis Packard to approve the payment of the bills paid through May 9, 2023. Seconded by Ray Rogers. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending March 31, 2023. The report shows that reserves are currently 45.64%. This reserve is currently above DHCD Operational Guidance threshold of 35%. Motion made by Dennis Packard to approve the accountants report. Seconded by Ray Rogers. So, Voted.

Review and approve the Accountants Quarterly Operating Statement ending March 31, 2023. Motion made by Ray Rogers to approve the accountants quarterly operating statement. Seconded by Dennis Packard. So, Voted.

Board to review and vote on a two-year contract for the Executive Director – referencing the new contract term, salary and specific hours of work. Motion made by John Cruz to accept the two-year Contract for the Executive Director with a salary of \$34,766.00 for 16 hours a week, Monday – Thursday from 8:00 am – 12:00 noon. Seconded by Dennis Packard. So, Voted.

Board reviewed and voted to approve the revised Anti-Discrimination Policy. Motion made by John Cruz to approve the revised Anti-Discrimination Policy. Seconded by Dennis Packard. So, Voted.

Board reviewed and voted to approve the current Email Policy. Motion made by Ray Rogers to approve the current Email Policy. Seconded by John Cruz. So, Voted.

Board reviewed and voted to approve the current Workplace Violence Policy. Motion made by Ray Rogers to approve the current Workplace Violence Policy. Seconded by John Cruz. So, Voted.

### **Executive Director's Report**

### **Maintenance Report**

Monthly Maintenance Report

### **Adjourn:**

Motion made by Ray Rogers to adjourn the meeting at 6:15 pm. Seconded by John Cruz. So, Voted

Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, June 13, 2023 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, June 13, 2023 at 6:00 pm in the Community Room at West Bridgewater Housing Authority, 7 Esther Drive, West Bridgewater, MA, 02379.

**Members Present:**

Raymund Rogers, Vice-Chairman  
Dennis Packard, Member  
Diane Perry, Member (via phone)

**Members Absent:**

Paula Bunker, Chairman  
John Cruz, Treasurer

**Others Present:**

Betty Gibbons, Executive Director

Call Meeting to Order at 6:35 pm Operation under the authority of MGL chapter 111

**New Business:**

Motion by Dennis Packard and seconded by Diane Perry to approve the minutes of the Regular Meeting held on May 9, 2023. So, Voted.

Review and approve the bills paid through June 13, 2023. Motion made by Diane Perry to approve the payment of the bills paid through June 13, 2023. Seconded by Dennis Packard. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending April 30, 2023. The report shows that reserves are currently 49.98%. This reserve is currently above DHCD Operational Guidance threshold of 35%. Motion made by Dennis Packard to approve the accountants report. Seconded by Diane Perry. So, Voted.

Board acknowledged PHN 2023-06 – Mediation Services provided by the Massachusetts Office of Public Collaboration. Motion made by Dennis Packard to acknowledge PHN 2023-06. Seconded by Diane Perry. So, Voted.

Board to vote, approve and accept Public Housing Notice 2023-07 – Revised Income Limits for Admission and Fair Market Rents for Continued Occupancy. Motion made by Dennis Packard to approve and accept Public Housing Notice 2023-07. Seconded by Diane Perry. So, voted.

Board reviewed and voted to approve the current Progressive Discipline Policy. Motion made by Dennis Packard to approve the current Progressive Discipline Policy. Seconded by Diane Perry. So, Voted.

Board reviewed and voted to approve the current Check Signing Policy. Motion made by Diane Perry to approve the current Check Signing Policy. Seconded by Dennis Packard. So, Voted.

### **Executive Director's Report**

### **Maintenance Report**

Monthly Maintenance Report

### **Adjourn:**

Motion made by Diane Perry to adjourn the meeting at 6:43 pm. Seconded by Dennis Packard. So, Voted

Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, July 11, 2023 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, July 11, 2023 at 6:00 pm in the Community Room at West Bridgewater Housing Authority, 7 Esther Drive, West Bridgewater, MA, 02379.

**Members Present:**

Paula Bunker, Chairman  
Raymund Rogers, Vice-Chairman  
John Cruz, Treasurer  
Dennis Packard, Member  
Diane Perry, Member (via phone)

**Members Absent:**

**Others Present:**

Betty Gibbons, Executive Director  
Jeannie Piver, Tenant  
Jean Ellis, Tenant

Call Meeting to Order at 6:04 pm Operation under the authority of MGL. chapter 111

**New Business:**

Motion by Dennis Packard and seconded by Diane Perry to approve the minutes of the Regular Meeting held on June 13, 2023. So, Voted.

Review and approve the bills paid through July 11, 2023. Motion made by Diane Perry to approve the payment of the bills paid through July 11, 2023. Seconded by Dennis Packard. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending May 31, 2023. The report shows that reserves are currently 52.62%. This reserve is currently above DHCD Operational Guidance threshold of 35%. Motion made by John Cruz to approve the accountants report. Seconded by Ray Rogers. So, Voted.

Board acknowledged PHN 2023-08 – Centralized Screening Determination for Priority & Preference in AHVP Program. Motion made by Diane Perry to acknowledge PHN 2023-08. Seconded by Dennis Packard. So, Voted.

Board reviewed and voted to approve the current Maintenance Policy. Motion made by Diane Perry to approve the current Maintenance Policy. Seconded by Ray Rogers. So, Voted.

### **Executive Director's Report**

### **Maintenance Report**

Monthly Maintenance Report

### **Adjourn:**

Motion made by Diane Perry to adjourn the meeting at 6:34 pm. Seconded by Dennis Packard. So, Voted

Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, August 8, 2023 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, August 8, 2023 at 6:00 pm in the Community Room at West Bridgewater Housing Authority, 7 Esther Drive, West Bridgewater, MA, 02379.

**Members Present:**

Paula Bunker, Chairman  
Raymund Rogers, Vice-Chairman  
Dennis Packard, Member  
Diane Perry, Member (via phone)

**Members Absent:**

John Cruz, Treasurer

**Others Present:**

Betty Gibbons, Executive Director

Call Meeting to Order at 6:15 pm Operation under the authority of MGL. chapter 111

**New Business:**

Motion by Ray Rogers and seconded by Dennis Packard to approve the minutes of the Regular Meeting held on July 11, 2023. So, Voted.

Review and approve the bills paid through August 8, 2023. Motion made by Diane Perry to approve the payment of the bills paid through August 8, 2023. Seconded by Dennis Packard. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending June 30, 2023. The report shows that reserves are currently 52.57%. This reserve is currently above DHCD Operational Guidance threshold of 35%. Motion made by Ray Rogers to approve the accountants report. Seconded by Dennis Packard. So, Voted.

Review and approve the Quarterly Operating Statements for the period ending June 30, 2023. Motion made by Ray Rogers to approve the Quarterly Operating Statements. Seconded by Dennis Packard. So, Voted.

Review and approve the Tenant Account Receivables for the period ending June 30, 2023. Motion made by Ray Rogers to approve the Tenant Account Receivables. Seconded by Dennis Packard. So, Voted.

Board to review, approve & sign the Certificate of Completion with Notification Procedures For Federal & State Paint Laws. Motion made by Ray Rogers to approve the Certificate of Completion with Notification Procedures For Federal & State Paint Laws. Seconded by Dennis Packard. So, Voted.

Board to review, approve and sign the Certification of Top 5 Compensation Form. Motion made by Diane Perry to approve the Certification of Top 5 Compensation Form. Seconded by Dennis Packard. So, Voted.

Board to review and vote on the current Maintenance Policy, Volume 2. Motion made by Ray Rogers to approve the Maintenance Policy. Seconded by Diane Perry. So, Voted.

Board to acknowledged the following PHN Notices:

2023 - 09 Updates to Performance Management Review (PMR) for 2023 CYCLE

2023 - 10 High Leverage Asset Preservation Program Updates (HILLAP)

2023 - 11 Updated AIMM PROGRAM

Motion made by Diane Perry to acknowledge PHN Notices 2023-09, 2023-10 & 2023-11. Seconded by Dennis Packard. So, Voted.

Board members wanted to have it noted the Executive Director was doing a great job! 😊

### **Executive Director's Report**

### **Maintenance Report**

Monthly Maintenance Report

### **Adjourn:**

Motion made by Ray Rogers to adjourn the meeting at 6:33 pm. Seconded by Dennis Packard. So, Voted



Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, September 12, 2023 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, September 12, 2023 at 6:00 pm in the Community Room at West Bridgewater Housing Authority, 7 Esther Drive, West Bridgewater, MA, 02379.

**Members Present:**

Paula Bunker, Chairman  
Raymund Rogers, Vice-Chairman  
John Cruz, Treasurer  
Dennis Packard, Member  
Diane Perry, Member (via phone)

**Members Absent:**

**Others Present:**

Betty Gibbons, Executive Director  
Sean Smith, Fee Accountant

Call Meeting to Order at 6:15 pm Operation under the authority of MGL. chapter 111

**New Business:**

Motion by Dennis Packard and seconded by Ray Rogers to approve the minutes of the Regular Meeting held on August 8, 2023. So, Voted.

Review and approve the bills paid through September 12, 2023. Motion made by John Cruz to approve the payment of the bills paid through September 12, 2023. Seconded by Dennis Packard. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending July 31, 2023. The report shows that reserves are currently 53.76%. This reserve is currently above DHCD Operational Guidance threshold of 35%. Motion made by John Cruz to approve the accountants report. Seconded by Dennis Packard. So, Voted.

Review and approve the budget presented by the fee accountant. Motion made John Cruz to approve the budget as presented. Seconded by Ray Rogers. So, Voted.

Review and approve the Contract for Accounting Services between West Bridgewater Housing Authority and Milne, Shaw & Robillard, P.C. Motion made by John Cruz to approve the Contract for Accounting Services with Milne, Shaw & Robillard, P.C.. Seconded by Dennis Packard. So, Voted.

Board to review and vote on the current Hallway Safety Policy. Motion made by Diane Perry to approve the Hallway Safety Policy. Seconded by Dennis Packard. So, Voted.

Board to review and vote on the current Outdoor Water Use Policy. Motion made by Dennis Packard to approve the Outdoor Water Use Policy. Seconded by Diane Perry. So, Voted.

Board to review and vote on the current Service Animal Expense Deduction Policy. Motion made by Diane Perry to approve the Service Animal Expense Deduction Policy. Seconded by Dennis Packard. So, Voted.

Board to acknowledge the following PHN Notices

2023 - 12 Mandatory Data Reporting

2023 - 13 On Site Solar Power Opportunities for Cost Savings & Clean Energy Production

2023 - 14 Fiscal Year 2024 Budget Guidelines

Motion made by John Cruz to acknowledge PHN Notices 2023-12, 2023-13 & 2023-14. Seconded by Ray Rogers. So, Voted.

### **Executive Director's Report**

#### **Maintenance Report**

Monthly Maintenance Report

#### **Adjourn:**

Motion made by Dennis Packard to adjourn the meeting at 6:54 pm. Seconded by Ray Rogers. So, Voted

Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, October 10, 2023 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, October 10, 2023 at 6:00 pm in the Community Room at West Bridgewater Housing Authority, 7 Esther Drive, West Bridgewater, MA, 02379.

**Members Present:**

Paula Bunker, Chairman  
John Cruz, Treasurer  
Dennis Packard, Member  
Diane Perry, Member (via phone)

**Members Absent:**

Raymund Rogers, Vice-Chairman

**Others Present:**

Betty Gibbons, Executive Director

Call Meeting to Order at 6:10 pm Operation under the authority of MGL, chapter 111

**New Business:**

Motion by Dennis Packard and seconded by Diane Perry to approve the minutes of the Regular Meeting held on September 12, 2023. So, Voted.

Review and approve the bills paid through October 10, 2023. Motion made by Dennis Packard to approve the payment of the bills paid through October 10, 2023. Seconded by John Cruz. So, Voted.

Review and approve the Accountants Report for the financial statement for the period ending August 31, 2023. The report shows that reserves are currently 53.28%. This reserve is currently above DHCD Operational Guidance threshold of 35%. Motion made by John Cruz to approve the accountants report. Seconded by Dennis Packard. So, Voted.

Board to review and vote on the current Laundry Room Policy. Motion made by Dennis Packard to approve the Laundry Room Policy. Seconded by Diane Perry. So, Voted.

Board to review and vote on the revised Lock Out Policy. Motion made by John Cruz to approve the Lock Out Policy. Seconded by Diane Perry. So, Voted.

Board to acknowledged the following PHN Notices

2023 - 15 Revised Housing Situation Priority Policy and Issuance of a Homeless Priority Verification Checklist

2023 - 16 MRVP Going Live and Centralizing Screening Determinations for Priority & Preference

2023 - 17 EOHLC Vacancy Initiative

Motion made by Diane Perry to acknowledge PHN Notices 2023-15, 2023-16 & 2023-17. Seconded by Dennis Packard. So, Voted.

**Executive Director's Report**

**Maintenance Report**

Monthly Maintenance Report

**Adjourn:**

Motion made by John Cruz to adjourn the meeting at 629 pm. Seconded by Diane Perry. So, Voted

Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, November 14, 2023 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, November 14, 2023 at 6:00 pm in the Community Room at West Bridgewater Housing Authority, 7 Esther Drive, West Bridgewater, MA, 02379.

**Members Present:**

Paula Bunker, Chairman  
John Cruz, Treasurer  
Dennis Packard, Member  
Diane Perry, Member (via phone)

**Members Absent:**

Raymund Rogers, Vice-Chairman

**Others Present:**

Betty Gibbons, Executive Director  
Jeannie Piver, Tenant  
Jean Ellis, Tenant

Call Meeting to Order at 6:00 pm Operation under the authority of MGL chapter 111

**New Business:**

Motion by Diane Perry and seconded by John Cruz to approve the minutes of the Regular Meeting held on October 10, 2023. So, Voted.

Review and approve the bills paid through November 14, 2023. Motion made by Diane Perry to approve the payment of the bills paid through November 14, 2023. Seconded by John Cruz. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending September 30, 2023. The report shows that reserves are currently 53.78%. This reserve is currently above DHCD Operational Guidance threshold of 35%. Motion made by Diane Perry to approve the accountants report. Seconded by Dennis Packard. So, Voted.

Board to review and approve the accountants Quarterly Operating Statement ending September 30, 2023. Motion made by Dennis Packard to approve the accountants Quarterly Operating Statement. Seconded by Diane Perry. So, Voted.

Board to reviewed and voted to accept the revised Rent Damage & Reimbursement Charges Policy. Motion made by John Cruz to accept the revised Rent Damage & Reimbursement Charges Policy. Seconded by Dennis Packard. So, Voted.

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Board to review, approve and vote to accept the low bid Awarded to DDC Construction, Inc. for Project #306026, Acc. Units 2020: ADA 2 Units & Site Paving & access, 667-. Low Bid Approval Review has been approved by EOHLC with estimated construction cost \$1,161,350.0 and bond-funded TDC of \$1,444,780.00 Awarded Contractor: DDC Construction, Inc. Motion made by Diane Perry To accept bid awarded to DDC Construction for Project #306026. Seconded by Dennis Packard. So, Voted.

Board reviewed the Report on Agreed Upon Procedure Audit (AUP).

Motion made by Diane Perry to acknowledge the following PHN Notices. Seconded by Dennis Packard. So, Voted

- 2023 - 17 EOHLC Vacancy Initiative
- 2023 – 18 Resident Service Coordinators Funding Opportunity
- 2023 – 19 NOFA (Redevelopment of State-Aided Public Housing)
- 2023 – 20 RFI- Pre-qualifications of Accounting Firms to Conduct AUP Audit

### **Executive Director's Report**

#### **Maintenance Report**

Monthly Maintenance Report

#### **Adjourn:**

Motion made by Diane Perry to adjourn the meeting at 6:20 pm. Seconded by Dennis Packard. So, Voted

Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, December 12, 2023 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, December 12, 2023 at 12:00 noon in the Community Room at West Bridgewater Housing Authority, 7 Esther Drive, West Bridgewater, MA, 02379.

**Members Present:**

Paula Bunker, Chairman  
Ray Rogers, Vice Chairman  
Dennis Packard, Member  
Diane Perry, Member

**Members Absent:**

John Cruz, Treasurer

**Others Present:**

Betty Gibbons, Executive Director

Call Meeting to Order at 12:18 p.m. Operation under the authority of MGL chapter 111

**New Business:**

Motion by Dennis Packard and seconded by Diane Perry to approve the minutes of the Regular Meeting held on November 14, 2023. So, Voted.

Review and approve the bills paid through December 12, 2023. Motion made by Diane Perry to approve the payment of the bills paid through December 12, 2023. Seconded by Dennis Packard. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending October 31, 2023. The report shows that reserves are currently 55.02%. This reserve is currently above DHCD Operational Guidance threshold of 35%. Motion made by Diane Perry to approve the accountants report. Seconded by Dennis Packard. So, Voted.

Board to review and vote to accept additional funding for Project #306026. There will be an amendment to the contract for financial assistance with EOHLC to provide additional funding for Project #306026. Motion made by Diane Perry to accept additional funding for Project #306026. Seconded by Dennis Packard. So, Voted.

Board to vote to appoint acting Contract Officer, Betty Gibbons, as the Signatory on all Contracts for Financial Assistance (CFA)'S and CFA amendments, following Board approval. Motion made by Diane Perry to appoint acting Contract Officer, Betty Gibbons, as the Signatory on all Contracts for Financial Assistance and CFA amendments, following Board approval. Seconded by Dennis Packard. So, Voted

Board to review and vote on the Revised Management Plan. Motion made by Diane Perry and seconded by Dennis Packard to vote and approve the Revised Management Plan. So, Voted.

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Board to vote on the hire of the Executive Director for West Bridgewater Housing Authority.  
Motion made by Ray Rogers to table the vote to hire the Executive Director for West Bridgewater Housing Authority until its next board meeting. Seconded by Diane Perry. So, Voted

Motion made by Ray Rogers to hire Betty Gibbons as the interim Executive Director until the Board votes and appoints a permanent Executive Director for West Bridgewater Housing Authority. Interim Executive Director's date of service shall begin effective December 30, 2023, for a 30-day period. Salary is \$34,766.00 yearly at 16 hours per week. Seconded by Diane Perry. So, Voted.

Board voted the interim Executive Director position would be subject to renewal if the interview process is not completed within 30 days from date of appointment. Motion made by Diane Perry. Seconded by Dennis Packard. So, Voted.

Board acknowledged the following PHN Notice:

2023 - 21 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery & Crime Insurance for Policy Period 11/17/23 – 11/17/24

#### **Executive Director's Report**

#### **Maintenance Report**

Monthly Maintenance Report

#### **Adjourn:**

Motion made by Diane Perry to adjourn the meeting at 12:41 pm. Seconded by Dennis Packard. So, Voted.