

Minutes of the
WEST BRIDGEWATER HOUSING AUTHORITY
7 Esther Drive
West Bridgewater, MA 02379
Tuesday, January 9, 2024 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, January 9, 2024 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
Ray Rogers, Vice Chairman
John Cruz, Treasurer
Dennis Packard, Member
Diane Perry, Member (via phone)

Members Absent:

Others Present:

Betty Gibbons, Executive Director

Call Meeting to Order at 6:05 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 December 12, 2023. So, Voted.

Review and approve the bills paid through January 9, 2024. Motion made by Diane Perry to approve the payment of the bills paid through January 9, 2024. Seconded by Dennis Packard. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending November 30, 2023. The report shows that reserves are currently 51.85%. 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, approved and voted to renew the Interim Executive Director's position for an additional 30 days with the same salary and hours. No benefits to be provided. Motion made by John Cruz to renew the Interim Executive Directors position for an additional 30 days. Seconded by Dennis Packard. So, Voted.

Board to vote and approve payment of unused sick leave for Betty Gibbons. Board voted and approved unused sick leave pay for Betty Gibbons. Motion made by John Cruz to approve payment of unused sick leave. Seconded by Dennis Packard. So, Voted.

Board to vote and approve the payment of admin monies for Betty Gibbons on hours worked on the ADA/Roadway Project. Motion made by Dennis Packard to approve payment of admin monies for hours worked on the ADA/Roadway Project. Seconded by John Cruz. So, Voted.

Board to approve & vote on the change in office hours for West Bridgewater Housing Authority. Monday 7am – 1:00 pm, Wednesday & Thursday 7:00 am – 12 noon. Motion made by Diane Perry to approve the change in office hours to Monday 7:00 am – 1:00 pm, Wednesday and Thursday 7:00 am – 12:00 noon. Office closed Tuesday & Friday. Seconded by Ray Rogers. So, Voted.

Board to review and vote to accept FY25 Capital Needs Assessment Report. Motion made by Dennis Packard to accept FY25 Capital Needs Assessment Report. Seconded by Diane Perry. So, Voted.

Board to review and vote on the current Transfer Policy. Motion made by John Cruz to approve the Transfer Policy. Seconded by Ray Rogers. So, Voted.

Request by Ray Rogers to have it noted he recommends the board contact the Ethics Commission regarding questions on the hiring an Executive Director for West Bridgewater Housing Authority. John Cruz seconded the vote & stated he would contact the Ethics Commission.

Executive Director's Report

Maintenance Report

Monthly Maintenance Report

Adjourn:

Motion made by Diane Perry to adjourn the meeting at 6:57 pm. Seconded by Dennis Packard. So, Voted.