

Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, May 14, 2024 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, May 14, 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

**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 Ray Rogers and seconded by Diane Perry to approve the minutes of the Regular Meeting held on April 9, 2024. So, Voted.

Review and approve the bills paid through May 14, 2024. Motion made by John Cruz to approve the payment of the bills paid through May 14, 2024. Seconded by Diane Perry. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending March 31, 2024. The report shows that reserves are currently 54.59%. 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 & vote on the quarterly operating statements ending March 31, 2024. Motion made by Ray Rogers to approve the quarterly operating statements. Seconded by Dennis Packard. So, Voted.

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

Board to review and vote on the current Reasonable Accommodation Policy & Procedure. Motion made by Diane Perry to approve the Reasonable Accommodation Policy & Procedure. Seconded by Dennis Packard. So, Voted.

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- Board to review & vote on Change Order #1. (Four Propose Change Orders)

PCD 1: Revised window and additional replacement - \$10,261.08

PCD 2: Kitchen layout revisions - \$2,644.65

PCD 3: Full Abatement of the two units & decontamination of dumpster - \$54,474.64

PCD 4: Bathroom ceiling framing - \$3,887.36

Motion made by John Cruz to approve Change Order #1. Seconded by Diane Perry. So, Voted.

Board to review and acknowledged the following PHN Notice(s):

2024-06 Agreed Upon Procedures(AUP) Program: Pre-Qualified Certified Public Accounting Firms

Motion made by John Cruz to acknowledge PHN Notice 2024-05. Seconded by Diane Perry. So, acknowledged.

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

#### **Maintenance Report**

Monthly Maintenance Report

#### **Adjourn:**

Motion made by John Cruz to adjourn the meeting at 6:35 pm. Seconded by Ray Rogers.

So, Voted.