

Minutes of the  
WEST BRIDGEWATER HOUSING AUTHORITY  
7 Esther Drive  
West Bridgewater, MA 02379  
Tuesday, September 10, 2024 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, September 10, 2024 at 6:00 pm in the Community Room at West Bridgewater Housing Authority, 7 Esther Drive, West Bridgewater, MA, 02379.

**Members Present:**

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

**Members Absent:**

Paula Bunker, Chairman  
John Cruz, Treasurer

**Others Present:**

Betty Gibbons, Executive Director  
Sean Smith, Fee Accountant (via phone - per approval by the Board)

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 Dennis Packard to approve the minutes of the Regular Meeting held on August 13, 2024. So, Voted.

Review and approve the bills paid through September 10, 2024. Motion made by Diane Perry to approve the payment of the bills paid through September 10, 2024. Seconded by Dennis Packard. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending July 31, 2024. The report shows that reserves are currently 49.36%. 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 and approve/accept FY2025 budget. Motion made by Diane Perry to approve/accept FY2025 budget. Seconded by Dennis Packard. So, Voted.

Board to review & vote on a 4% increase in Executive Directors salary in accordance with PHN 2022-02 Executive Director Salary & Qualifications Schedule released January 25, 2022 and updated through the FY 25 budget guidelines, as outlined in Public Housing Notice 2024-13. Motion made by Diane Perry to approve the 4% increase in Executive Directors salary in accordance with PHN 2022-02. Seconded by Dennis Packard. So, Voted.

Board to review & vote on to increase the Executive Director salary up to the maximum in the budget guidelines for an Executive Director whose salary is less than the FY 2025 maximum so long as the increase can be absorbed in the local housing authority's FY2025 ANUEL. Motion made by Diane Perry to approve increase the Executive Director salary up to the maximum in the budget guidelines for an Executive Director whose salary is less than the FY 2025 maximum so long as the increase can be absorbed in the local housing authority's FY2025 ANUEL and anything over 10 hours per week would require Board approval. Seconded by Dennis Packard. So, Voted.

Board to review & vote on increase in maintenance wage rates as allowed per PHN Notice 2024-13. Motion made by Diane Perry to approve increase in maintenance wages to maximum allowed per PHN 2024-13 and budget allowance, not to exceed 9%. Seconded by Dennis Packard. So, Voted.

Board to review & vote to authorize submission for Admin Fees from EOHLC for any/all capital projects up to 10% and more if ever allowed. Motion made by Dennis Packard to authorize submission for Admin Fees from EOHLC for any/all capital projects up to 10% and more if ever allowed. Seconded by Diane Perry. So, Voted.

Board to review & acknowledge the following PHN Notice:

PHN 2024 -11- Replacement Policy for Fossil-Fuel Fired Equipment

PHN 2024-12 - Cyber Security Alert Protecting your LHA from Active Threat of Cyber Criminals

PHN 2024-13 - FY25 Local Housing Authority Budget Guidelines

PHN 2024-14 – Mandatory Data Reporting

PHN 2024-15 – 689/167 Contract Transiting to DocuSign

Motion made by Diane Perry to acknowledge PHN Notices 2024-11 to 2024-15. 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 6:44 pm. Seconded by Dennis Packard. So, Voted.