

Minutes of the
WEST BRIDGEWATER HOUSING AUTHORITY
7 Esther Drive
West Bridgewater, MA 02379
Tuesday, August 26, 2025 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, August 26, 2025 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
Diane Perry, Member
Dennis Packard, Member

Members Absent:

John Cruz, Treasurer
Ray Rogers, Vice Chairman

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 made by Diane Perry and seconded by Dennis Packard to approve the minutes of the Regular Meeting held on July 15, 2025. So, Voted.

Review and approve the bills paid through August 26, 2025. Motion made by Diane Perry to approve the payment of the bills paid through August 26, 2025. Seconded by Dennis Packard. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending June 30, 2025. The report shows that reserves are currently 88.42%. 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.

Review and Approve the Quarterly Operating Statements for the period ending June 30, 2025. Motion made by Diane Perry to approve the Quarterly Operating Statements. Seconded by Dennis Packard. So, Voted.

Review and Approve the Tenant Account Receivables for period ending June 30, 2025. Motion made by Diane Perry to approve the Tenants Account Receivables. Seconded by Dennis Packard. So, Voted.

Board to review, approve & sign the Certification of Completion with Notification Procedures For Federal & State Lead Paint Laws. Motion made by Diane Perry to approve the Certification of Completion with Notification Procedures For Federal & State Lead Paint Laws. Seconded by Dennis Packard. So, Voted.

Board to review, approve & 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 & vote on any/all Change Orders, if applicable. Motion made by Diane Perry to approve the Change Order for Window Project #306030. Seconded by Dennis Packard. So, Voted.

Board to review & vote on continued daily work log by maintenance. Motion made by Dennis Packard for the continued daily work log by maintenance. Seconded by Diane Perry. So, Voted.

Board to review & acknowledge the following PHN Notices:

PHN 2025-08 - American Revolution 250th Anniversary Celebration Fund

PHN 2025-09 – Annual Plan Update

PHN 2025-10 – Mandatory Data Reporting

Motion made by Dennis Packard to acknowledge PHN Notices 2025-08, 2025-09 & 2025-10. Seconded by Diane Perry. So, Voted.

Executive Director's Report

Maintenance Report

Maintenance Report detailing duties performed

Adjournment

Motion made by Dennis Packard to adjourn the meeting at 6:45 pm. Seconded by Diane Perry. So, Voted.