

Minutes of the
WEST BRIDGEWATER HOUSING AUTHORITY
7 Esther Drive
West Bridgewater, MA 02379
Tuesday, October 14, 2025 @ 6:00 pm

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday, October 14, 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
John Cruz, Treasurer
Diane Perry, Member
Dennis Packard, Member

Members Absent:

Ray Rogers, Vice Chairman

Others Present:

Betty Gibbons, Executive Director
Sean Smith, Fee Accountant

Call Meeting to Order at 6:00 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 September 16, 2025. So, Voted.

Review and approve the bills paid through October 14, 2025. Motion made by Diane Perry to approve the payment of the bills paid through October 14, 2025. Seconded by Dennis Packard. So, Voted

Review and approve the Accountants Report for the financial statement for the period ending August 31, 2025. The report shows that reserves are currently 94.67%. 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, vote and approve/accept FY2026 budget. Motion made by John Cruz to approve the FY2026 budget. Seconded by Dennis Packard. So, Voted

Board to vote & approve bad debt write-off in the amount of \$622.00. Motion made by John Cruz to approve the debt write-off in the amount of \$622.00. Seconded by Dennis Packard. So, Voted

Board to review & vote on a 2% increase in Executive Directors salary in accordance with PHN 2022-02 Executive Director Salary & Qualifications Schedule issued January 26, 2022 and updated through the FY 26 budget guidelines. Motion made by John Cruz to approve a 2% increase in Executive Directors salary in accordance with PHN 2022-02 Executive Director Salary & Qualifications Schedule issued January 26, 2022 and updated through the FY 26 budget guidelines. Seconded by Diane Perry. 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 2026 maximum so long as the increase can be absorbed in the local housing authority's FY2026 ANUEL. Motion made by John Cruz to 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 2026 maximum so long as the increase can be absorbed in the local housing authority's FY2026 ANUEL. Seconded by Diane Perry. So, Voted

Board to vote and approve the payment of admin monies to Betty Gibbons for hours worked beyond normal contract hours on the Window Project. Motion made by John Cruz to approve the payment of admin monies to Betty Gibbons for hours worked beyond normal contract hours on the Window Project. Seconded by Diane Perry. So, Voted

Executive Director's Report

Maintenance Report

Maintenance Report detailing duties performed

Adjournment

Motion made by John Cruz to adjourn the meeting at 6:58 pm. Seconded by Dennis Packard. So, Voted.