

Dudley Housing Authority

22 Joshua Place Apartments
Dudley, Massachusetts 01571
(508) 949-0522

Minutes of the Dudley Housing Authority Meeting *December 9th 2025*

1. **Roll Call:** The meeting was called to order at 06:10 PM by Chairman, Donald Cristina. Members present, in addition to Donald Cristina, were Daniel Jachimczyk and Megan Carey. Also, Present Teresa Ewald (Fenton, Ewald & Associates) Jeremiah Blankenbaker, Eric Reardon. Lynn Millette & Thomas Placzek were absent.
2. **Acceptance of Minutes:** The minutes of the regular meeting for November 11th, 2025, were presented to the Board for approval. Motion: Megan Carey motioned¹ to accept the minutes of the regular meeting of November 11th. The motion was seconded by Daniel Jachimczyk, which upon being put to a vote was passed unanimously
3. **New Business:**
 - a. 2026 FY Budget: Teresa Ewald from Fenton, Ewald & Associates presented the Authority's Budget for the 2026 Fiscal Year. Teresa presented the budget in its entirety and spoke to the positive financial position Authority is in moving into the new fiscal year, and that it is recommended that over the course of new year that the Authority continue its work to utilize the Authority's financial reserves to complete its deferred maintenance projects.
 - i. As part of the FY 2026 Budget Jeremiah also requested the Board approve the Executive Director's Salary increase to \$63,925, the max allowable increase of 2% per EOHLC
 - ii. Motion to approve the FY 2026 Budgets for the Authority's housing programs: 400-01 and 689-01. Daniel Jachimczyk² motioned to approve FY 2026 Budgets for the Authority's housing programs. The motion was seconded by Megan Carey, which upon being put to a vote was passed unanimously
 - iii. Motion to approve increasing ED Salary to \$63,925. Daniel Jachimczyk³ motioned to approve FY 2026 ED salary increase. The motion was seconded by Megan Carey, which upon being put to a vote was passed unanimously
 - b. Procurement of a walk behind snowblower
 - i. Jeremiah Blankenbaker reported to the Board that he had submitted a request to the Board via email on Nov 29th, for approval to procure a walk behind snowblower at a cost of \$1,200
 1. Because there was not unanimous approval, Jeremiah Blankenbaker did not move forward on the purchase of a new snowblower
 2. Jeremiah Blankenbaker was able to locate and procure a used snowblower from Carl's Service Station at a cost of \$495.00, under the threshold requiring Board approval
 - c. Massachusetts State-Aided Property Insurance Program: EHOCL has issued the 2026 Massachusetts State-Aided Property Insurance Program, to provide property and liability insurance to LHAs.
 - i. Jeremiah Blankenbaker reported that the Authority's policy is serviced by Brown and Brown Insurance Services and the premium cost to the Authority is \$25,696. EOHLC also requires that the Board approve of this agreement to maintain its policy.

- ii. Motion to approve the Authority's Agreement to participate in the Massachusetts State-Aided Property Insurance Program. Megan Carey⁴ motioned to approve to participate in the Massachusetts State-Aided Property Insurance Program. The motion was seconded by Daniel Jachimczyk, which upon being put to a vote was passed unanimously.
- d. CIP Approval for Dudley Housing Authority for FY 2026: Jeremiah Blankenbaker reported to the Board that EOHLC has approved the Authority's Capital Improvement Plan 2026 and has funded the following projects

FISH#	Project Name	TDC Amount	Project Year
80062	Update ADA Units- Roll-in Showers	\$94,991.00	2027
80063	Exterior Doors and Closer	\$102,787.00	2027
80064	667-1 Unit Turnover	\$9,983.00	2026
80065	667-1 Replace Flooring	\$9,983.00	2026
80066	689-1 Unit Upgrades	\$9,983.00	2026

- e. Mini Split maintenance & repair: Jeremiah Blankenbaker reported that when GEM HVAC had completed the annual inspection of the Joshua Plc ductless HVAC systems, they found a number of issues that needed to be addressed. RFQs have been sent to contractors to complete the work.
 - i. Jeremiah Blankenbaker requested Board to accept the lowest qualified quote provided to complete the work on the ductless HVAC systems.
 - ii. Motion to accept the lowest qualified quote to complete the work on the ductless HVAC systems. Donald Cristina⁵ motioned to approve the lowest qualified quote to complete the work on the ductless HVAC systems. The motion was seconded by Daniel Jachimczyk, which upon being put to a vote was passed unanimously
- f. Storm Drain Cleaning: Jeremiah Blankenbaker requested the Board approve Jolin Paving & Excavating Inc's quote to clean the 16 Storm Drains at Joshua Plc at a cost of \$2,400
 - i. Motion to accept Jolin Paving & Excavating Inc's quote. Donald Cristina⁶ motioned to approve Jolin Paving & Excavating Inc's quote. The motion was seconded by Daniel Jachimczyk, which upon being put to a vote was passed unanimously
- g. Trespassing Vehicle Contract: Jeremiah Blankenbaker presented to the Board that Viking Towing contacted the Authority offering to provide Trespassing Vehicle towing services.
 - i. Rates are as follows:
 - 1. \$132 for the hook,
 - 2. \$35 per day for storage, and
 - 3. \$4.40 per mile after the initial five miles.
 - ii. All associated charges will be at the vehicle owner's expense.
 - iii. Jeremiah Blankenbaker requested Board approval to enter into an agreement with Viking Towing to service as the Authority's preferred vendor to remove trespassing vehicles

- iv. Motion to enter into a trespass towing agreement with Viking Towing. Megan Carey⁷ motioned to approve entering into a trespass towing agreement with Viking Towing. The motion was seconded by Donald Cristina, which upon being put to a vote was passed unanimously
 - h. Funds for TOA Holiday Party: Jeremiah Blankenbaker proposed that the Authority continue to support the TOA's Annual Holiday Party to allow open and free admission to all residents. Without additional support, the TOA would need to charge a fee to non-members. Jeremiah requested Board Approval to provide \$300.00 for the TOA's efforts, and to continue doing so in following years.
 - i. Motion for the Authority to continue to support the TOA's Holiday party. Donald Cristina⁸ motioned to for the Authority to continue to support the TOA's Holiday party. The motion was seconded by Daniel Jachimczyk, which upon being put to a vote was passed unanimously
 - i. CIP Admin Fee Distribution:
 - i. Jeremiah Blankenbaker requested Board approval to utilize up to \$2,000 collected from the CIP Admin Fees in 2025 from Project #080050 to be distributed to the Maintenance Dept as part of their yearend performance-based review bonuses.
 - 1. Motion to utilize up to \$2,000 from the CIP Admin fee for performance-based review bonuses. Donald Cristina⁸ motioned to approve the utilization of up to \$2,000 from the CIP Admin fee for performance-based review bonuses. The motion was seconded by Daniel Jachimczyk, which upon being put to a vote was passed unanimously
 - ii. Jeremiah Blankenbaker requested Board Approval for the Executive Director to receive Admin Fee Disbursement of \$3,000 from Projects 080057 & 080050 for compensation for additional time worked in the 3rd and 4th Quarters of 2025
 - 1. Motion to approve the Q3& Q4 Admin Fee disbursement to the Executive Director in the amount of \$3,000. Megan Carey¹⁰ motioned to approve the Q3& Q4 Admin Fee disbursement. The motion was seconded by Daniel Jachimczyk, which upon being put to a vote was passed unanimously
4. **Old Business:** No old business was discussed.
 5. **Director's Report:**
 - a. Vacancies: The Executive Director reported that currently there is one vacancy: Bld 6 3D
 - b. The Executive Director presented the Monthly Treasurer's Report
 6. **Any Unknown Business that May be Missing to Come Before the Board:** No old unknown business was brought before the board
 7. **General Discussion:** No items were discussed for General Discussion.
 8. **Vouchers, Bills, Warrants and Communications:** Vouchers were examined; checks and warrants were signed.
 9. **Motion:** Daniel Jachimczyk motioned¹¹ at 6:45 p.m. there being no further business to come before the Board, so that the meeting be adjourned. The motion was seconded by Donald Cristina,

which upon being put to a vote was passed unanimously and the meeting was adjourned. (The next regular meeting is scheduled for **Tuesday, January 13th, 2026, at 6:00 p.m.**)

Respectfully submitted,
Jeremiah Blankenbaker
Executive Director: Dudley Housing Authority