

*Dudley Housing Authority*  
*Tuesday July 8th 2025*  
*At 6:00 PM*

- 1) Roll Call
- 2) Acceptance of Minutes
  - Regular Meeting June 10<sup>th</sup>, 2025
- 3) New Business
  - **Introduce New Board Member: Megan Carney**
  - **Board to Vote on Board Positions**
    - Board Chairperson
    - Vice Chairperson
    - Treasurer
  - **Review Updates active for CIP projects**
    - **080054 Joshua Place Water Infiltration**
      - Work has been completed. While completing the punch-list for final completion, the Project PM and Designer found that that walkway in front of Bld 6 & 8 holds ponding water, creating a potential icing hazard. While this issue will need to be addressed under warranty, Jeremiah proposed a work order to replace the entire walkway to the street. This proposal would limit the seams and breaks in the walkway that become trip hazards.
      - Jeremiah Blankenbaker requested a change order for the project to replace the entire walkway to the street to avoid re-work when the walkways are replaced in the 2026 Capital Plan. The total cost of additional work is \$5,800.
    - **080059 Roll-in Shower Unit A & B Crawford**
      - Work for the A-side shower has been completed. Work for the B-side shower is expected to start by July 14<sup>th</sup>
      - CO3- wall stud replacement and repair -B-Side
        - Due to the condition of the shared shower/hallway walls, and previous water damage, there will be additional work needed. The exact extent will not be determined until the demo is completed.
        - A change order will be formally submitted for the Aug meeting.
    - **080057 Flooring Replacement – Crawford**
      - Work has been completed on the A side and B-side is expected to be completed by July 14<sup>th</sup>
    - **080060 Water Damage in Building 15 Units 1B & 3B**
      - Work has started and awaiting plumbing inspecting to complete the finish work.
    - **ADA Compliance Upgrades to the Community Building Entry Ways**

- The Authority has received a quote for the total project of \$45K and \$15K for one door from S&A Innovations LLC. Which requires the project to go out to bid for one door.
- Jeremiah has solicited addition quotes for the rear entrance from P&P General Contractors.

#### 4) Old Business

##### - **Mod/CIP Project Administrative Fee**

- At the request of the Board at the June meeting, Jeremiah Blankenbaker gathered additional information on the Admin Fee Distribution process from EOHLC and our Fee Accountant to ensure that the Authority stays with in process.
- **Admin Fee Distribution guidelines were published in Public Housing Notice 2022 – 02**
  - Q10: How should an LHA treat DHCD formula-funded capital project administrative fees?
    - *A: According to the Massachusetts State-Aided Public Housing Preservation and Modernization Program Guidelines as of February, 2017, with a DHCD project manager's approval, these administrative fees (capped at 10% of construction contract) may be used to hire additional staff or increase the work hours of existing part-time staff and part-time executive directors for capital project specific work. Total salary, including those from capital administrative fees, is capped at the full time value of that ED's salary.*
  - Q11: How will administrative fees awarded as part of a competitive DHCD funding and special initiative) apply to executive director salaries?
    - *A: If the initiative allows administrative fees to be used for executive director salaries, then the LHA may use those fees to offset the state-share of the Board-Approved Salary.*
- **The full guidelines for Administrative Costs were provided in the MA Sate-Aided PH Preservation and Modernization Program Guidelines.**
  - The full guidelines are in attachment #1 to the agenda.
- Moving forward it is recommended that The Executive Director formalize the process in the Authority's Personnel Policy to adhere to the State's Guidelines
  - The LHA should submit a request to the project manager that includes board approval of the proposal; admin fee will not be paid without a board vote of approval for that project.
  - Timesheets for additional hours worked on the modernization project and bill monthly for those hours, including timesheets as back up.
  - The purpose of formally add Admin Fee Distribution to the Authority's Personnel Policy is to have a single point of reference

that does not require multiple documents that need to reviewed,  
if/when this question arises in the future.

5) Director's Report

- Vacancies
  - o The is 3 vacancies
    - Bld 15 1B
    - Bld 15 3B
    - Bld 14 4C
- Treasurers Report

6) Any Unknown Business That May Be Missing to Come Before the Board

7) General Discussion

8) Examine vouchers, sign checks and warrants, review communications.

9) Adjournment:

## **LHA Administrative and Overhead Expenses**

An LHA's general administrative expenses, or "Admin Cap/Fee", (as delineated in the Form 80) associated with a particular capital project may be paid out of the LHA's Formula Funding (FF), in whole or in part, but the amount paid out of FF for such expenses cannot exceed 10% of the construction cost<sup>1</sup>, excluding change orders and permits, for that particular project. Administrative expenses are to be included in the project budget and billed in accordance with the progress of the job according to the milestones and percentage payment schedule in the RFS or Work Order. Admin fee will be paid out throughout the project upon receipt of invoices showing hours worked and other costs related to the capital project. Accounting and advertising are reimbursable expenses that may be paid using FF funds and are outside of the 10% cap.

With prior approval by the LHA's project manager, tenant coordinator costs may also be paid outside of the 10% cap. Consult with the LHA's project manager about excluding costs for other administrative lines from the 10% administrative budget cap. In general, the LHA admin cap applies to LHA staffing and direct costs to LHA operations alone. With the project manager's approval, admin funding may be used to hire additional staff or increase the work hours of existing part-time staff including the executive director for project specific work, within the 10% cap on admin. Admin fee cannot fund salary increases or bonuses for full-time executive directors. The LHA should submit a request to the project manager that includes board approval of the proposal; admin fee will not be paid without board vote of approval for that project. Once approved, the LHA should keep timesheets for additional hours worked on the modernization project and bill monthly for those hours, including timesheets as back up.

Admin fee will not be paid out after Certificate of Final Completion (CFC).

All administrative fees should be used for staffing time related to the capital project, and cannot be used for pension expenses.

General administrative expenses for AIMM designated LHAs cannot exceed 13% of the construction costs, as compared to the 10% maximum for all other LHAs. (See the AIMM Project Implementation: Creating the Project Budget and Notifying DHCD of Project Changes section of these guidelines for additional information.)

Admin fees on all non-FF and competitively awarded funding will be capped on a sliding scale. LHAs may use up to 10% of the first \$500,000 estimated construction cost of a project, 5% of the second \$500,000, and up to 2.5% of all costs in excess of \$1,000,000. For example, an LHA could claim up to \$100,000 of admin fees for project with a construction cost of \$2,000,000.

An LHA may, and in many cases is encouraged to, use **less** than its maximum allowable admin fee in order to maximize funding available for capital improvements.. The admin fee percentage must be decided on at the work order stage of a project; after which the percentage share can only be amended downwards. The dollar value of the admin fee can increase throughout the project if scope and estimated cost increase.

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<sup>1</sup> Budget line 1450.01