

Minutes of the Dudley Housing Authority Meeting July 8th 2025

1. **Roll Call:**

The meeting was called to order at 6:08 PM by Ranking Member Donald Cristina. Members present, in addition to Donald Cristina, were Thomas Placzek and Megan Carey. Also Present was Jeremiah Blankenbaker, Executive Director. Lynn Millette and Daniel Jachimczyk were absent.

2. **Acceptance of Minutes:**

The minutes of the regular meeting of June were presented to the Board for approval. Motion: Donald Cristina motioned¹ to accept the minutes of the regular meeting of June 10th, 2025. The motion was seconded by Thomas Placzek, which upon being put to a vote was passed unanimously.

3. **New Business**

Jeremiah Blankenbaker Introduced the New Board Member

- Megan Carey was elected in the 2025 Dudley Municipal Election held on June 16th, and qualified by the Town Clerk on July 1st 2025.

Board to Vote on Board Positions

- Board elections were postponed until the Aug 2025 Meeting due to two of the five commissioners being absent.

Jeremiah Blankenbaker presented the status of active Capital Projects

- 080054 Joshua Place Water Infiltration
 - Work on the project 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 change 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 \$7,600.
 - Motion to approve Change Order #3 for Project #080054 to replace the entire walkway in front of building 6 & 9. Donald Cristina motioned² to approve Change Order #3 for Project #080054. The motion was seconded by Thomas Placzek, which upon being put to a vote was passed unanimously
- 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 14th
 - CO #3- 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 was expected to be completed by July 14th but was completed on July 3rd.
- 080060 Water Damage in Building 15 Units 1B & 3B
 - Work has started and awaiting plumbing inspecting to complete the finished work.
 - Jeremiah Blankenbaker received a progress report on the morning of July 8th that the project passed the plumbing inspection and is moving forward on 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 and awaiting their repose.
 - If P&P's quote requires that project to go out to bid, the project will be added to the CIP for the upcoming FY.

4. **Old Business**

Mod/CIP Project Administrative Fee

- At the request of the Board at the June meeting, Jeremiah Blankenbaker presented additional information on the Admin Fee Distribution process to ensure that the Authority stays with in the State's Guidelines.
 - 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 State-Aided PH Preservation and Modernization Program Guidelines. The full guidelines are in attachment #1 to the agenda.
- Jeremiah proposed formalizing the Admin Fee Distribution Process in the Authority's Personal Policy and will present it at the upcoming Aug Meeting.

5. Director's Report

Vacancies

The Executive Director reported that currently there are four vacancies.

- Bld 15 1B
- Bld 15 3B
- Bld 14 4C
- Bld 15 4B: Was notified 7/7/2025 that the resident was moving on 7/8/2025.

Treasurer's Report

The Executive Director presented the Monthly Treasurer's Report

6. Any Unknown Business that May be Missing to Come Before the Board

080057 Flooring Replacement – Crawford

- The Authority received a request for a no-cost change order for Project: 080057 Flooring Replacement- Crawford after the deadline to publish the Meeting Agenda on July 3rd
 - Change Order #1- The RCAT PM is requested that the Authority approve a no-cost change order to extend the contract with Mass Floors end date from June 1st to July 25th, due to logistical delays.
 - Motion to approve Change Order #1 for Project #080057 to extend the contract with Mass Floors end date from June 1st to July 25th. Donald Cristina motioned⁴ to approve Change Order #1 for Project #080057. The motion was seconded by Megan Carey, which upon being put to a vote was passed unanimously.

7. General Discussion

Residents brought before the Board maintenance concerns.

- A number of residents voiced concerns about the neglect of the landscaping maintenance that has occurred over the start of the spring and summer seasons. There are concerns over appearance and complications that can arise with overgrowth and weeds.
- Jeremiah Blankenbaker responded to the residents concerns that the current maintenance priorities were focused on the Deferred Maintenance list, and the landscaping has taken a "back seat". Jeremiah acknowledged the residents' concerns and will discuss the matter further at the Tenants' Association Meeting Scheduled for July 9th.

8. Vouchers, Bills, Warrants and Communications

Vouchers were examined; checks and warrants were signed.

9. Adjournment:

Motion: Donald Cristina motioned⁴ at 6:38 p.m. there being no further business to come before the Board, that the meeting be adjourned. The motion was seconded by Thomas Placzek which upon being put to a vote was passed unanimously and the meeting was adjourned. (The next regular meeting is scheduled for **Tuesday, July 8th, 2025 at 6:00 p.m.**)

Respectfully submitted,
Jeremiah Blankenbaker
Executive Director