

Dudley Housing Authority
Tuesday August 12th, 2025
At 6:00 PM

- 1) Roll Call
- 2) Acceptance of Minutes
 - Regular Meeting July 8th, 2025
- 3) New Business
 - **Board to Vote on Board Positions**
 - Board Chairperson
 - Vice Chairperson
 - Treasurer
 - **Review Updates active for CIP projects**
 - **080054 Joshua Place Water Infiltration**
 - The work on the walkway in the change order pushed the total project cost change over \$10K, and are awaiting additional approvals before project is completed.
 - **080059 Roll-in Shower Unit A & B Crawford**
 - Work has been completed. Project is current wrapping up items on the punch list and the Certificate for Final Completion has been issued
 - Jeremiah Blankenbaker is requesting board approval of the project's Final Completion, and issue final payments.
 - **080057 Flooring Replacement – Crawford**
 - Work has been completed on the project; the Certificate for Final Completion has been issued.
 - Jeremiah Blankenbaker is requesting board approval of the project's Final Completion, and issue final payments.
 - **080060 Water Damage in Building 15 Units 1B & 3B**
 - Work has been completed on the project; the Certificate for Final Completion has been issued.
 - Jeremiah Blankenbaker is requesting board approval of the project's Final Completion, and issue final payments.
 - **ADA Compliance Upgrades to the Community Building Entry Ways**
 - The Authority did not receive a quote from P&P that was less than the \$10K threshold to avoid the requirement to bid the project.
 - The Project has been added to the 2026 Capital Improvement Plan and as priority item.
 - **2026 Capital Improvement plan**
 - Jeremiah Blankenbaker is presenting the 2026 Capital Improvement Plan for Board approval.
 - **Kitchen Cabinets Quotes**

- On July 16th, Jeremiah Blankenbaker requested informal approval of the Board to move forward on a quote provided by MassCor for new kitchen cabinets for Bld 15-unit 4b due to their poor condition. The expected cost of the new cabinets is \$2,361.78 per unit. Authority maintenance staff will install the cabinets once they are delivered.
- The Board provided unanimous approval via email on July 16th.
- **2024 FY AUP Audit**
 - The Authority successfully completed the 2024 FY Audit with three findings
 - Payroll: wages paid to the part-time worker were under the budgeted amount by 87.16% in the 2024 FY.
 - Corrective action: The Executive Director is expected to review the burndown of the payroll budget lines and update the spend rate as needed. If the Authority finds that the budget line is going to be +/- 5% after the 2nd fiscal quarter, a budget revision will be requested.
 - Payroll: discrepancy of \$390.57 between the Maintenance Mechanic's wages reported on the Top 5 and WR-1.
 - Corrective action: It is the Executive Director's responsibility to review all reporting statements to ensure the accuracy of the Authority's reporting. The Executive Director will be required to review all submitted reports that are completed and submitted by an outside party prior to their certification.
 - Eligibility Compliance: tenant files did not contain a copy of the 60-day notice of rent re-determination or documentation that they were sent.
 - Corrective action: Prior to the audit, the Executive Director did not retain the letters that requested documents needed for and notification of the residents' rent re-determination. The Executive Director has included a copy of the original letter/notification sent in the residents' files as part of the rent re-determination process.

4) Old Business

- a) Updated Personal Policy:
 - i) Jeremiah Blankenbaker is presenting the updated Authority Personal Policy to include Mod Project Admin fee distribution process for Housing Authority staff.
- b) Material purchase at auction.
 - i) Jeremiah Blankenbaker is reporting on the procurement of the lumber needed to complete the replacement of the decking on the resident building balconies and landscape upgrades.
 - ii) Total of cost of the procurement was \$3,308.64. The Authority realized 47% cost savings when compared to purchasing the material at retail costs. The breakdown of the procurement is displayed in the figure below.

Material Auction review											
Auction:	Lambrecht Auction, Inc.	Date	7/23/2025	Total Cost	\$ 3,308.64	Total Retail	\$ 6,233.60	Cost savings	\$2,924.96	% Saved	47%
Lot #	Description	Quantity	Bid Per unit	Total Lot Bid	Auction Premium	Total lot cost	Retail per board	Total retail			
375	Pressure Treated Decking 5/4"x6"x14'	48	\$ 7.50	\$ 360.00	13%	\$ 406.80	\$ 16.00	\$ 768.00			
377	Pressure Treated Decking 5/4"x6"x14'	48	\$ 7.50	\$ 360.00	13%	\$ 406.80	\$ 16.00	\$ 768.00			
378A	Pressure Treated Decking 5/4"x6"x12'	48	\$ 7.50	\$ 360.00	13%	\$ 406.80	\$ 14.28	\$ 685.44			
542Z	Pressure Treated Decking 5/4"x6"x12'	48	\$ 6.50	\$ 312.00	13%	\$ 352.56	\$ 14.28	\$ 685.44			
544	Pressure Treated Decking 5/4"x6"x10'	48	\$ 5.50	\$ 264.00	13%	\$ 298.32	\$ 11.88	\$ 570.24			
613	Pressure Treated	48	\$ 5.00	\$ 240.00	13%	\$ 271.20	\$ 9.50	\$ 456.00			
614	Pressure Treated	48	\$ 4.00	\$ 192.00	13%	\$ 216.96	\$ 9.50	\$ 456.00			
615	Pressure Treated	48	\$ 3.00	\$ 144.00	13%	\$ 162.72	\$ 9.50	\$ 456.00			
616	Pressure Treated	48	\$ 3.50	\$ 168.00	13%	\$ 189.84	\$ 9.50	\$ 456.00			
408	Pressure Treated Dimensional Lumber	16	\$ 16.00	\$ 256.00	13%	\$ 289.28	\$ 37.28	\$ 596.48			
407A	Pressure Treated Dimensional Lumber	16	\$ 17.00	\$ 272.00	13%	\$ 307.36	\$ 21.00	\$ 336.00			

5) Director's Report

- Vacancies
 - o The is 1 vacancy
 - Bld 15 4B
- Treasurers Report

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

- a) Executive Director Admin Fee disbursement
 - i) Jeremiah Blankenbaker is requesting Board Approval for the second Quarter of 2025.
 - ii) Jeremiah Blankenbaker is requesting a disbursement of \$2,000 from projects 080049 & 080054.

Porject	Total Admin Fee Amount	Distributed	Date of Disto	Balance
80050	\$ 4,000.00	\$ 2,000.00	12/27/2024	\$ 2,000.00
80058	\$ 1,500.00	\$ 1,000.00	4/30/2025	\$ 500.00
80049	\$ 1,800.00			\$ 1,800.00
80054	\$ 1,000.00	\$ 1,000.00	4/30/2025	\$ -
			Total Remaining	\$ 4,300.00

- iii) Jeremiah Time-sheet for Q2 attached.

7) General Discussion

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

9) Adjournment: