

Dudley Housing Authority

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

Minutes of the Dudley Housing Authority Meeting November 11th 2025

1. **Roll Call:** The meeting was called to order at 12:03 PM by Vice Chairman, Daniel Jachimczyk. Members present, in addition to Daniel Jachimczyk, were Thomas Placzek and Megan Carey. Also, Present was Jeremiah Blankenbaker. Lynn Millette & Donald Cristina were absent.
2. **Acceptance of Minutes:** The minutes of the regular meeting for October 14th were presented to the Board for approval. Motion: Daniel Jachimczyk motioned¹ to accept the minutes of the regular meeting of October 14th. The motion was seconded by Megan Carey, which upon being put to a vote was passed unanimously
3. **New Business:**
 - a. Shower replacement in Vacant unit: Jeremiah Blankenbaker presented a proposal to the Board to replace the existing tub in Bld 7 Unit 1D with a walk-shower, to accommodate the resident that is expected to transfer to that unit once completed. The resident has extensive mobility issues that will require modification to the tub, to allow them to safely use the shower.
 - i. Costs for proposal: \$1,200 for materials, 24 Maintenance Labor hrs. & 4 hrs. of lic. plumber time.
 - ii. Jeremiah also presented the option to complete a tub cut modification at a total cost of \$1,000.
 - iii. Motion to approve to the replacement of Bld 7 1D's tub with a walk-in shower. Megan Carey² motioned to the replacement of Bld 7 1D's tub with a walk-in shower. The motion was seconded by Thomas Placzek, which upon being put to a vote was passed unanimously.
 - b. Approval of Contract to Install fiber internet infrastructure: Jeremiah Blankenbaker reported to the Board the update on the progress of the MBI Residential Retrofit - Round V project to install fiber internet infrastructure at Joshua Plc Apts. A contractor has been chosen by the state and requires a response by Nov 14th to approve the project and move forward.
 - i. Jeremiah Blankenbaker also presented a funding opportunity to assist the Authority in covering the costs that would be associated in assisting the residents in the transition to the new technology.
 1. Funds from the Retrofit Ancillary Grantee Program would cover costs for staffing for Digital Navigation/ Tenant Coordination, Digital Literacy and Education, and public space improvements: Wi-Fi, access point terminals, and public use equipment.
 - ii. Motion to approve to the Contract to Install fiber Internet Infrastructure and move forward on the application of the RANGE Grant. Thomas Placzek³ motioned to approve Contract to Install fiber Internet Infrastructure and move forward on the application of the RANGE Grant. The motion was seconded by Daniel Jachimczyk, which upon being put to a vote was passed unanimously.
 - c. Part-time staffing: Jeremiah Blankenbaker requested the Board to approve converting the current Seasonal Maintenance Laborer Position into a permanent position

- i. Allowing for permanent position would provide the continued resources for the Authority to complete additional maintenance work need.
 - ii. Motion to approve Converting the Part-Maintenance Laborer from a seasonal position to a permanent position. Daniel Jachimczyk⁴ motioned to approve Converting the Part-Maintenance Laborer from a seasonal position to a permanent position. The motion was seconded by Megan Carey, which upon being put to a vote was passed unanimously
- d. RFRs for Pre-qual of Entities to Serve as CFO & Admin Officer for MA LHA Authorities State-aided Housing: Jeremiah Blankenbaker presented to the Board a potential opportunity for an alternative revenue stream, by participating in the Pre-qual of Entities to Serve as CFO & Admin Officer for MA LHA Authorities State-aided Housing Program with EOHLC
 - i. EOHLC is soliciting RFRs for entities to act as CFO & CAOs for “chronically poor performing” LHAs, in order bring them up to acceptable standards. EOHLC will pre-quality approved entities, so that when CAFO is required they have a pool pull from without having to go through additional procurements
 - ii. These Entities would act as outsourced consultants to assist poorly performing LHAs, and not as contracted resource sharing agreements or active management of the LHAs
 - iii. Motion to approve to submit a response for Pre-qual of Entities to Serve as CFO & Admin Officer for MA LHA Authorities State-aided Housing. Thomas Placzek⁵ motioned to approve to submit a response for Pre-qual of Entities to Serve as CFO & Admin Officer for MA LHA Authorities State-aided Housing. The motion was seconded by Megan Carey, which upon being put to a vote was passed unanimously.

4. Old Business:

- a. 2026 Annual Plan: Jeremiah Blankenbaker presented the Authority’s Annual Plan on Oct 14th and has submitted the AP to EOHLC for approval on Oct 30th. The Board was scheduled to review the AP by Nov 14th, but due to a system error, the scheduled milestones had placed the AP submission deadline on Oct 31st. In order to submit the AP prior to the deadline, Jeremiah Blankenbaker requested that the Board approve the AP via email on Oct 24th. The Board provided unanimous approval via email by 10/30/2025

5. Director’s Report

- a. Vacancies: The Executive Director reported that currently there is one vacancy: Bld 7 1D
- b. The Executive Director presented the Monthly Treasurer's Report

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

- a. Replacement of Signage: Inadvertently left out of original draft of the agenda
 - i. Graphics Unlimited has reached out offering to quote out the replacement of the Authority’s signage. They had installed the original signage some time back. Due to the current condition of the sign and the Tenant’s Association started plans to repair the signage, a quote was received. Total replacement of the signage is \$4,949.10 w/ posts and upgraded dimensional graphics

- ii. Jeremiah Blankenbaker requested that the Board approve the quote provided by Graphics Unlimited with the agreement that the TOA assist in covering the cost of installation.
 - iii. Motion to approve Graphics Unlimited's Quote to Replace the Joshua Plc Apt Sign. Daniel Jachimczyk⁶ motioned to approve Graphics Unlimited's Quote to Replace the Joshua Plc Apt Sign. The motion was seconded by Megan Carey, which upon being put to a vote was passed unanimously
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 motioned⁷ at 12:40 p.m. there being no further business to come before the Board, so 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, December 9th, 2025, at 6:00 p.m.**)

Respectfully submitted,
Jeremiah Blankenbaker
Executive Director: Dudley Housing Authority