

Dudley Housing Authority

Board Of Commissioners Meeting Agenda

Tuesday December 9th, 2025, At 6:00 PM

- 1) Roll Call
- 2) Acceptance of Minutes
 - a) Regular Meeting November 11th, 2025
- 3) New Business
 - a) 2026 FY Budget
 - i) Teresa Ewald & Kimberly Thompson from Fenton, Ewald & Associates will be presenting the Authority's Budget for the 2026 Fiscal Year.
 - ii) Jeremiah Blankenbaker will be requesting Board approval for the proposed 2026 FY budget.
 - (1) As part of this request, Jeremiah is requesting the Board to approve the Executive Director's Salary increase to \$63,925, the max allowable increase of 2% per EOHLC
 - b) Procurement of a walk behind snowblower
 - i) Jeremiah Blankenbaker had requested preliminary approval to procure a walk behind snowblower to clear narrow walkways and between residents' cars. The request was made via email due to an anticipated storm and there were opportunities for the Authority to take advantage of "Black Friday" sales.
 - ii) The request was to allocate up to \$1,200 to purchase a snowblower.
 - iii) There was no unanimous approval, with only two Commissioners responding as of 12/2/2025
 - iv) Jeremiah Blankenbaker was able to locate and procure a used snowblower at Carl's Service Station at a cost of \$495, below the threshold requiring Board approval.
 - c) Massachusetts State-Aided Property Insurance Program
 - i) EHOCL has issued the 2026 Massachusetts State-Aided Property Insurance Program, to provide property and liability insurance to LHA's.
 - ii) The Authority's policy is serviced by Brown and Brown Insurance Services. The premium cost to the Authority is \$25,696.00.
 - iii) Jeremiah Blankenbaker is requesting Board approval to continue to participate in the Massachusetts State-Aided Property Insurance Program
 - d) CIP Approval for Dudley Housing Authority for FY 2026
 - i) EOHLC has approved the 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
 - i) During the Annual Mini-Split maintenance & inspection, GEM found the following issues that need to be addressed

| Issue | Number of units |
|------------------------------|-----------------|
| Needs deep cleaning | 12 |
| Condensate pump failure | 7 |
| Charge issue, will need diag | 1 |
| Error Code: E6 Comms issue | 1 |
| Broken filter cover | 1 |

- ii) Requests for Quotes have been sent to several contractor, and the Authority is awaiting responses.
- iii) Jeremiah Blankenbaker is requesting Board Approval to accept the quote for the lowest qualified quote.
- f) Storm Drain Cleaning
 - i) Requests for Quotes have been sent to several contractors; to clear the 16 Storm Drains at Joshua Plc. Jolin Paving & Excavating Inc returned the lowest quote at \$2,400 (same cost as last year)
 - ii) Jeremiah Blankenbaker is requesting Board approval to approve Jolin Paving & Excavating's quote to clean the storm drains
- g) Trespassing Vehicle Contract
 - i) Viking Towing contacted the Authority offering to provide Trespassing Vehicle towing services. 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.
 - (4) All associated charges will be at the vehicle owner's expense.
 - ii) Jeremiah Blankenbaker is requesting Board approval to enter into an agreement with Viking Towing to service as the Authority's preferred vendor to remove trespassing vehicles.
- h) Funds for TOA Holiday Party
 - i) Jeremiah Blankenbaker is requesting that the Authority continue to support the TOA's Annual Christmas 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 is requesting Board Approval to provide \$300.00 for the TOA's efforts, and to continue doing so in following years.
 - i) CIP Admin Fee Distribution
 - i) Jeremiah Blankenbaker is requesting 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 as part of year end performance-based review bonuses.
 - ii) Jeremiah Blankenbaker is requesting Board Approval for the Executive Director to receive Admin Fee Disbursement of \$3,000 from Projects 080057 & 080050 for compensation for additional time in the 3rd and 4th Quarters of 2025

| Project | Total Admin Fee Amount | Distributed | Date of Distribution | Balance |
|---------|------------------------|-------------|----------------------|-------------|
| 80050 | \$ 4,000.00 | \$ 2,000.00 | 12/27/2024 | \$ 2,000.00 |
| 80058 | \$ 1,500.00 | \$ 1,500.00 | 8/18/2025 | \$ - |
| 80049 | \$1,800.00 | \$ 1,500.00 | 8/18/2025 | \$ 300.00 |

| | | | | |
|-------|-------------|-------------|-------------------|--------------|
| 80054 | \$ 1,000.00 | \$ 1,000.00 | 4/30/2025 | \$ - |
| 80057 | \$ 2,000.00 | | | \$ 2,000.00 |
| 80050 | \$1,238.23 | | | \$ 1,238.23 |
| 80059 | \$8,000.00 | | | \$ 8,000.00 |
| | | | Remaining Balance | \$ 13,538.23 |

- 4) Old Business
- 5) Director's Report
 - a) Vacancies
 - i) Bld 6 3D
 - b) 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 communication
- 9) Adjournment:

Dudley Housing Authority

Budget

12/31/2026

Dudley Housing Authority
Budget Summary Worksheet

FY 2026

| Programs | 4001 Budget | 689 Budget | Total 2026 | Total 2025 | \$ Change | % Change |
|----------------------------|----------------|---------------|---------------|---------------|------------|-----------------|
| Description | A/C | | | | | |
| Sources of Funding | | | | | | |
| Rental Income | 3110 | 481,483 | \$34,572 | \$516,055 | \$515,320 | \$735 0.1% |
| Excess Utilities | 3120 | | | | 0 | |
| Nondwelling Income | 3190 | | | | 0 | |
| Interest on Invest. | 3610 | 5,165 | 4,194 | 9,359 | 11,160 | (1,801) -16.1% |
| Other Income | 3690 | 2,800 | 0 | 2,800 | 3,500 | (700) -20.0% |
| Other Income - Retained | 3691 | 0 | | | 6,000 | |
| Subsidy | 7300 | 194,092 | | 194,092 | 205,641 | (11,549) -5.6% |
| Total Funds Available | | 683,540 | 38,766 | 722,306 | 741,621 | (13,315) -2.6% |
| Expenses | | | | | | |
| ADMINISTRATIVE SALARIES | 4110 | 58,114 | 5,811 | 63,925 | 62,701 | 1,224 2.0% |
| LEGAL EXPENSE | 4130 | 1,500 | 200 | 1,700 | 1,700 | 0 0.0% |
| MEMBERS COMP | 4140 | 0 | 0 | 0 | 0 | 0 |
| TRAVEL | 4150 | 636 | 64 | 700 | 700 | 0 0.0% |
| ACCOUNTING FEES | 4170 | 8,196 | 3,144 | 11,340 | 10,800 | 540 5.0% |
| AUDIT COSTS | 4171 | 4,500 | 0 | 4,500 | 0 | 4,500 |
| ADMINISTRATIVE OTHER | 4190 | 19,605 | 4,390 | 23,995 | 23,995 | 0 0.0% |
| Total Admin Exp. | 4100's | 92,551 | 13,609 | 106,160 | 99,896 | 6,264 6.3% |
| RESIDENT SERVICES | 4200's | 500 | 0 | 500 | 500 | 0 0.0% |
| MAINTENANCE LABOR | 4410 | 103,746 | 7,212 | 110,958 | 107,721 | 3,237 3.0% |
| MAINTENANCE MATERIALS | 4420 | 25,000 | 1,200 | 26,200 | 18,200 | 8,000 44.0% |
| MAINTENANCE CONTRACTUAL | 4430 | 35,749 | 4,636 | 40,385 | 40,385 | (0) 0.0% |
| Total Maintenance | 4400's | 164,495 | 13,048 | 177,543 | 166,306 | 11,237 6.8% |
| INSURANCE | 4510 | 28,694 | 2,777 | 31,471 | 30,939 | 532 1.7% |
| PILOT | 4520 | | 1,000 | 1,000 | 1,000 | 0 0.0% |
| EMPLOYEE BENEFITS | 4540 | 63,161 | 5,121 | 68,282 | 89,878 | (21,596) -24.0% |
| EMPLOYEE BENEFITS-OPEB | 4541 | 0 | 0 | 0 | 0 | 0 |
| OTHER GENERAL EXPENSES | 4590 | | | 0 | 0 | 0 |
| Total General | 4500's | 91,855 | 8,898 | 100,753 | 121,817 | (21,064) -17.3% |
| PROV. FOR OPER. RESERVE | 4790 | | | 0 | 0 | 0 |
| CAPITAL RESERVE | 4799 | | 0 | 0 | 0 | 0 |
| DHCD DIRECTED COSTS | 4800 | | 0 | 0 | 0 | 0 |
| | | 0 | 0 | 0 | 0 | 0 |
| TOTAL Non-utility Exp. | | 349,401 | 35,555 | 384,956 | 388,519 | (3,563) -0.9% |
| Utilities | | | | | | |
| WATER | 4310 | 43,350 | 0 | 43,350 | 49,031 | (5,681) -11.6% |
| ELECTRICITY | 4320 | 198,136 | 0 | 198,136 | 231,211 | (33,075) -14.3% |
| GAS | 4330 | 0 | 0 | 0 | 0 | 0 |
| FUEL | 4340 | 0 | 0 | 0 | 0 | 0 |
| UTIL LABOR | 4350 | | | 0 | 0 | 0 |
| OTHER | 4390 | 0 | 0 | 0 | 0 | 0 |
| Total Utilities | | 241,486 | 0 | 241,486 | 280,242 | (38,756) -13.8% |
| Total Routine Expenses | | 590,887 | 35,555 | 626,442 | 668,761 | (42,319) -6.3% |
| Net | | 92,653 | 3,211 | 95,864 | 72,860 | 29,004 |
| Surplus | | 4001 | 689 | | | |
| EXTRAORDINARY MAINTENANCE | 4610 | 69,700 | 17,000 | 86,700 | 78,800 | 7,900 |
| REPLACEMENT OF EQUIPMENT | 4611 | 11,000 | 4,000 | 15,000 | 15,000 | 0 |
| BETTERMENTS AND ADDITIONS | 7540 | 7,500 | 7,500 | 15,000 | 68,000 | (53,000) |
| COLLECTION LOSSES | | | 0 | 0 | 0 | 0 |
| Total Non-routine Expenses | | 88,200 | 28,500 | 116,700 | 161,800 | (45,100) |
| Net Surplus (Deficit) | | \$4,453 | (\$25,289) | (\$20,836) | (\$88,940) | \$74,104 |
| After Non-Routine Expenses | | | | | | |
| No. of units | | 4001 | 689 | | | |
| Max Reserve | | 80 | 8 | | | |
| Min Reserve | | 339,544 | 32,027 | 371,571 | 285,526 | |
| | | 67,909 | 6,405 | 74,314 | 57,105 | |
| | | | | 0 | 0 | |
| Current Reserve | | 316,178 | 202,382 | 518,560 | 505,874 | |
| Plus (Less) Net Inc. | | 4,453 | (25,289) | (20,836) | (88,940) | |
| Projected Reserve | | 320,631 | 177,093 | 497,724 | 416,934 | |
| Percent of Max | | 94.4% | 552.9% | | | |
| Amount above (below) | | | | | | |
| Minimum | | 252,722 | 170,688 | 423,410 | 359,829 | |

Dudley Housing Authority
12/31/2026
SUMMARY OF NON-UTILITY LINE ITEM CHANGES

080024001

80 UNITS
960 UNIT MONTHS

| ACCOUNT NUMBER | DESCRIPTION | 2025 Estimated Actuals | 2025 BUDGET | 2026 BUDGET | LINE ITEM CHANGE | % INCREASE (DECR) |
|-------------------|-------------------------|------------------------------|----------------|----------------|------------------------|-------------------------|
| 4110 | ADMINISTRATIVE SALARIES | 57,632 | 57,001 | 58,114 | 1,113 | 2.0% |
| 4130 | LEGAL EXPENSE | 0 | 1,500 | 1,500 | 0 | 0.0% |
| 4140 | MEMBERS COMPENSATION | 0 | 0 | 0 | 0 | |
| 4150 | TRAVEL | 162 | 636 | 636 | 0 | 0.0% |
| 4170 | ACCOUNTING FEES | 7,812 | 7,800 | 8,196 | 396 | 5.1% |
| 4171 | AUDIT COSTS | 4,500 | 4,500 | 4,500 | 0 | 0.0% |
| 4190 | ADMINISTRATIVE OTHER | 13,070 | 19,605 | 19,605 | 0 | 0.0% |
| 4230 | RESIDENT SERVICES | 31 | 500 | 500 | 0 | 0.0% |
| 4410 | MAINTENANCE LABOR | 91,022 | 100,719 | 103,746 | 3,027 | 3.0% |
| 4420 | MAINTENANCE MATERIALS | 22,617 | 17,000 | 25,000 | 8,000 | 47.1% |
| 4430 | MAINTENANCE CONTRACTUAL | 30,034 | 35,749 | 35,749 | 0 | 0.0% |
| 4510 | INSURANCE | 28,421 | 28,235 | 28,694 | 459 | 1.6% |
| 4520 | PILOT | 0 | 0 | 0 | 0 | |
| 4540 | EMPLOYEE BENEFITS | 56,392 | 83,137 | 63,161 | (19,976) | -24.0% |

| TOTALS | | 311,693 | 356,382 | 349,401 | (6,981) | 98.0% | |
|---------------------------|----------------|---|---------|-------------------|---------|-------|--|
| net change in CAP | 19,879 | | | | | | |
| new CAP | 417,454 | | | | | | |
| balance available #3692 | 68,053 | | | | | | |
| NON-UTILITY EXPENSES | 349,401 | MAXIMUM OPERATING RESERVE | | 339,544 | | | |
| | | (1/2 of Total Operating Expenses less DHCD Costs) | | | | | |
| UTILITIES | <u>241,486</u> | MINIMUM OPERATING RESERVE | | 67,909 | | | |
| | | (Greater of 20% of Max or \$500 per UNIT) | | | | | |
| TOTAL OPERATING EXPENSES | 590,887 | FY 25 UNRESTRICTED OPERATING RESERVE | | 316,178 | | | |
| | | \$248,269 over MINIMUM | | 93.12% of MAX | | | |
| INCOME | <u>489,448</u> | NET INCOME | | 4,453 | | | |
| NET INCOME BEFORE SUBSIDY | (101,440) | PROJECTED FY 26 Unrestricted OPERATING RESERVE | | 320,631 | | | |
| SUBSIDY TO BE EARNED | 194,092 | \$252,722 over MINIMUM | | 94.43% of MAXIMUM | | | |
| NON-ROUTINE | <u>88,200</u> | | | | | | |
| NET INCOME | <u>4,453</u> | | | | | | |

Dudley Housing Authority
12/31/2026
SUMMARY OF NON-UTILITY LINE ITEM CHANGES

08002689-1

8 UNITS
96 UNIT MONTHS

| ACCOUNT NUMBER | DESCRIPTION | 2025 Estimated Actuals | 2025 BUDGET | 2026 BUDGET | LINE ITEM CHANGE | % INCREASE (DECR) |
|-------------------|-------------------------|------------------------------|----------------|----------------|------------------------|-------------------------|
| 4110 | ADMINISTRATIVE SALARIES | 5,763 | 5,700 | 5,811 | 111 | 1.9% |
| 4130 | LEGAL EXPENSE | 0 | 200 | 200 | 0 | 0.0% |
| 4140 | MEMBERS COMPENSATION | 0 | | | 0 | 0.0% |
| 4150 | TRAVEL | 0 | 64 | 64 | 0 | 0.0% |
| 4170 | ACCOUNTING FEES | 3,012 | 3,000 | 3,144 | 144 | 4.8% |
| 4171 | AUDIT COSTS | 0 | 0 | 0 | 0 | |
| 4190 | ADMINISTRATIVE OTHER | 2,579 | 4,390 | 4,390 | 0 | 0.0% |
| 4230 | RESIDENT SERVICES | 0 | 0 | 0 | 0 | 0.0% |
| 4410 | MAINTENANCE LABOR | 5,812 | 7,002 | 7,212 | 210 | 3.0% |
| 4420 | MAINTENANCE MATERIALS | 308 | 1,200 | 1,200 | 0 | 0.0% |
| 4430 | MAINTENANCE CONTRACTUAL | 3,624 | 4,636 | 4,636 | 0 | 0.0% |
| 4510 | INSURANCE | 2,625 | 2,704 | 2,777 | 73 | 2.7% |
| 4520 | PILOT | 847 | 1,000 | 1,000 | 0 | 0.0% |
| 4540 | EMPLOYEE BENEFITS | 4,413 | 6,741 | 5,121 | (1,620) | -24.0% |

| | | | | | | | |
|---------------------------|-----------------|---|--------|--------|---------|----------|--------|
| TOTALS | | 28,983 | 36,637 | 35,555 | (1,082) | 97.0% | |
| net change in CAP | 0 | | | | | | |
| new CAP | 0 | | | | | | |
| balance available | 0 | | | | | | |
| NON-UTILITY EXPENSES | 35,555 | MAXIMUM OPERATING RESERVE | | | | 32,027 | |
| | | (1/2 of Total Operating Expenses less DHCD Costs) | | | | | |
| UTILITIES | <u>0</u> | MINIMUM OPERATING RESERVE | | | | 6,405 | |
| TOTAL OPERATING EXPENSES | 35,555 | (Greater of 20% of Max or \$500 per UNIT) | | | | | |
| INCOME | <u>38,766</u> | FY 25 UNRESTRICTED OPERATING RESERVE | | | | 202,382 | |
| | | \$195,977 over MINIMUM | | | | 631.90% | of MAX |
| NET INCOME BEFORE SUBSIDY | 3,211 | | | | | | |
| SUBSIDY TO BE EARNED | 0 | | | | | | |
| | | NET INCOME | | | | (25,289) | |
| NON-ROUTINE | <u>28,500</u> | | | | | | |
| | | PROJECTED FY 26 Unrestricted OPERATING RESERVE | | | | 177,093 | |
| NET INCOME | <u>(25,289)</u> | \$170,688 over MINIMUM | | | | | |
| | | 552.95% of MAXIMUM | | | | | |

Dudley Housing Authority
SCHEDULE OF MAINTENANCE POSITIONS
AND LABOR COSTS
12/31/26

| Federal MAINTENANCE | | | | | | | | |
|-------------------------|--------------------------------|-------------|------------------------|---------------------------------|------------------------|-----------------|----------------|--|
| <u>POSITION</u> | <u>PRIOR YEAR RATE</u> | <u>CODE</u> | <u>2025 Budget</u> | <u>2026 SALARY RATE</u> | <u>2026 Budget</u> | <u>4001</u> | <u>689-1</u> | |
| MAINTENANCE MECHANIC | 33.72 / DLI | | 70,128 | 34.73 40 hrs. | 72,238 | 67,543 93.5% | 4,695 6.50% | |
| MAINTENANCE MECHANIC - | 30.00 / DLI | | 31,200 | 30.90 20 hrs. | 32,136 | 30,047 93.5% | 2,089 6.50% | |
| TOTAL | | | 101,328 | | 104,374 | 97,590 | 6,784 | |
| Overtime | | | 6,392 | | 6,584 | 6,156 93.5% | 428 6.50% | |
| TOTAL MAINTENANCE LABOR | | | 107,720 | | 110,958 | 103,746 | 7,212 | |

400-1

SCHEDULE OF NONROUTINE EXPENDITURES

Fiscal Year Ending **12/31/2026**

| Extraordinary Maintenance - Account 4610 | | | | | | Replacement of Equipment - Account 4611 | | | | |
|--|-------------|-----|--|-----------------------|--|---|-------------|-----------------------|--|----------|
| Description of Work Item | Dev. No. | | | Requested Budget Year | | Description of Equipment Items | Dev. No. | Requested Budget Year | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 1 Carpet & Flooring (vacant units) | | | | 12,100 | | 1 Appliances | | | | \$5,000 |
| 2 Air Source Heat Pump Maintenance | | | | 24,600 | | 2 Water Heaters | | | | 6,000 |
| 3 Community Center Carpet Cleaning | | | | 1,000 | | | | | | |
| 4 Mold Remediation | | | | 2,000 | | | | | | |
| 5 Water Damage Restoration | | | | 10,000 | | | | | | |
| 6 Replace Shutters | | | | 10,000 | | | | | | |
| 7 ADA Request | | | | 10,000 | | | | | | |
| | | | | | | Total | | | | \$11,000 |
| | | | | | | Betterments and Additions - Account 7520 & 7540 | | | | |
| | | | | | | 1 Utility Trailer | | | | \$7,500 |
| | | | | | | | | | | |
| Total | | | | | | Total | | | | \$7,500 |
| | | \$0 | | \$69,700 | | | | | | |
| | | | | | | | | | | |

Fiscal Year Ending **12/31/2026**

| Extraordinary Maintenance - Account 4610 | | | | | | Replacement of Equipment - Account 4611 | | | | |
|--|-------------|----------------------------|---|------------------------------|----------------------|---|-------------|-----------------------|--------------|-------------------------------------|
| Description of Work Item | Dev. No. | Total Estimated Cost | % Complete Current Budget FYE | Requested Budget Year | | Description of Equipment Items | Dev. No. | Requested Budget Year | | |
| | | | | Estimated Expenditure FYE | % Complete FYE | | | No. of Items | Item Cost | Estimated Expenditure in Year |
| | | | | | | | | | | |
| 1 Apartment Repairs - Tenant Damages | 689-1 | | | 10,000 | | 1 Appliances | | | | \$4,000 |
| 2 Heating & Cooling Maintenance | 689-1 | | | 7,000 | | | | | | |
| | | | | | | Total | | | | \$4,000 |
| | | | | | | Replacement of Equipment - Acc Betterments and Additions - Account 7540 | | | | |
| | | | | | | 1 Furnace | | | | 7,500 |
| Total | | \$0 | | \$17,000 | | Total | | | | \$7,500 |

EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES
Local Housing Authority Executive Director Salary Calculation Worksheet

Effective for Fiscal Years Beginning: July 1, 2025, October 1, 2025, January 1, 2026, April 1, 2026 V2.5

Instructions:

Use this Worksheet to determine the LHA Calculated Salary Maximum and to enter the Board-Approved Salary. Print and submit this Worksheet signed by the Board Chair to your Housing Management Specialist (HMS) by email only no later than your LHA's budget submission/revision deadline. An executive director of two LHAs (Dual ED) will need to submit two Worksheets, one for each LHA.

Enter data in clear cells only (see Worksheet sections with this arrow (→))
 Gray cells will auto-calculate

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| |

LHA Info: →

| | | |
|--|--------------------------|-----------|
| LHA Name: | Dudley Housing Authority | |
| LHA Office Hours: | 8:30 - 2:30 | |
| Executive Director: | Jeremiah Blankenbaker | |
| Current <u>Required</u> Work Hours / Week: | 26 | Part Time |
| (Full Time Executive Director, enter 37.5) | | |
| (Dual EDs enter current required work hours for one LHA only) | | |
| For Existing Executive Directors Only: | | |
| Enter all sources composite salary from most recent EOHLC-approved budget (Current Approved Salary): | \$ | 62,701 |

Step 1. → Determine LHA's Size by the Total Number of Units

Note: Count only the units that are owned and operated by the LHA from programs that have created housing for income-eligible households, and count only the units currently "leased," not "contracted" for the LHA's voucher programs which are administered by the LHA. *Chapter 167 and Chapter 689 developments count as a single program.*

Do not include units or vouchers where the LHA does not own the unit or receive direct funding to administer the voucher, but instead receives a fee pursuant to a Management Services Agreement, or by another contract with a separate public or private entity where the contract is temporary or otherwise may terminate. Do not count resident service programs such as ABL, FSS, or MassLEAP.

Enter all information into the chart below. Please note that this Calculation Worksheet does not pro-rate salary share.

| Program | | All Units | State Family Units |
|---------|---|-----------|--------------------|
| 1 | Chapter 200 | 0 | - |
| 2 | Chapter 705 | 0 | - |
| 3 | Chapter 667 Regular | 80 | |
| 4 | Chapter 667 Congregate | 0 | |
| 5 | Chapters 689 and 167 | 8 | |
| 6 | Massachusetts Rental Assistance Program (MRVP) | 0 | |
| 7 | Alternative Housing Voucher Program (AHVP) | 0 | |
| 8 | Federal Conventional Public Housing | 0 | |
| 9 | Section 8 Housing Choice Voucher Program (HCVP) | 0 | |
| 10 | Section 8 New Construction / Substantial Rehabilitation | 0 | |
| 11 | Section 8 Moderate Rehab | 0 | |
| 12 | Other(s) (Local program(s) Do not count resident service programs such as ABL, FSS or MassLEAP) | 0 | |
| 13 | Other(s) (Local program approved prior to the FY'24.) | 0 | |
| 14 | Other(s) (Local program approved prior to the FY'24.) | 0 | |
| 15 | Total Units | 88 | - |

Does the LHA participate in the following programs for LHA-owned c. 200, 705, or 667 units?

| | | |
|----|--|----|
| 14 | Supportive Senior Housing Initiative (through the Executive Office of Elder Affairs) | NO |
| 15 | Local Housing Authority Transitional Housing Program (LHATHP) | NO |

Step 2. Full Time Unit-Based Salary

(Auto-calculates)

| | |
|---|-----------|
| Maximum Salary from "At Lowest Unit Count in Range" | \$ 87,800 |
| Incremental Units | 28 |
| Increment Factor | \$ 79.9 |
| Incremental Salary | \$ 2,236 |
| Full Time Unit-Based Salary Maximum | \$ 90,036 |
| Part Time (Prorated) Unit-Based Salary | \$ 62,425 |

Step 3. Program Factor

(Auto-calculates)

| | |
|---------------------------|----------|
| Number of Programs | 2 |
| Applicable Program Factor | \$ 1,500 |

Step 4. Family Factor

(Auto-calculates)

| | |
|--------------------------|---|
| Number of Family Units | - |
| Applicable Family Factor | 0 |

Step 5. LHA Calculated Salary Maximum (Not to Exceed \$214,726)

(Auto-calculates)

| | |
|--|-----------|
| Part Time (Prorated) LHA Calculated Salary Maximum | \$ 63,925 |
|--|-----------|

Note: The LHA Calculated Salary Maximum is the maximum annual salary that an executive director may receive, not to exceed **\$214,726**, the Salary Cap for an executive director directly employed by one or two LHAs.

Step 6. → Salary from Other Sources / Program Activities (Not to Exceed **\$236,198)**

Note: Include here all salary from other program activities, if any (i.e. Management Services Agreements and other contracts with public and private entities that are temporary or otherwise may terminate). Resident service programs such as ABL, FSS, or MassLEAP do not count as Other Program Activities. This amount is the LHA Calculated Salary Maximum plus salary from all other program activities and contracts, and must not exceed **\$236,198.00**

→ Enter Salary from Management Services Agreement Fees (if applicable)

| | |
|----------------------------------|--------|
| Management Services Agreement #1 | \$0.00 |
| Management Services Agreement #2 | \$0.00 |
| Management Services Agreement #3 | \$0.00 |
| Management Services Agreement #4 | \$0.00 |
| Management Services Agreement #5 | \$0.00 |

Owner LHA

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→ Enter Salary from Other Program Activities / Contract Fees (if applicable)

| | |
|--------------------------------------|--------|
| Other Program Activity / Contract #1 | \$0.00 |
| Other Program Activity / Contract #2 | \$0.00 |
| Other Program Activity / Contract #3 | \$0.00 |
| Other Program Activity / Contract #4 | \$0.00 |
| Other Program Activity / Contract #5 | \$0.00 |
| Other Program Activity / Contract #6 | \$0.00 |
| Other Program Activity / Contract #7 | \$0.00 |
| Other Program Activity / Contract #8 | \$0.00 |

Source / Description

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|--|-----------|
| Part Time (Prorated) LHA Calculated Salary Maximum Including Other Sources | \$ 63,925 |
|--|-----------|

Step 7.**Board-Approved Salary**

Note: Board-Approved Salary is not to exceed the lesser of the LHA Calculated Salary Maximum or \$214,726.00 for executive directors directly employed by one or two LHAs (see Step 5, above).

For executive directors that also receive salary from Management Services Agreement(s) or from other program activities, the LHA Calculated Salary Maximum plus that additional salary (total salary) may not exceed \$236,198 per year (see Step 6, above).

Exception: if an existing executive director's Current Approved Salary exceeds the maximum in Step 5 or Step 6 above, enter the Current Approved Salary in "Enter Board-Approved Salary" below and check the applicable box. The Current Approved Salary will remain the same until EOHLC publishes a new Salary Schedule and the Current Approved Salary does not exceed the new limits.

Note: Executive Director salary increases must be: absorbed within the LHA's ANUEL as published in the most current EOHLC Budget Guidelines; receive Board approval after the Board considers and carefully analyzes potential short and long-term impacts that a salary increase may have on the LHA's overall operating needs; determines that the increase is reflective of the executive director's performance to-date; is calculated in accordance with this Schedule; and granted only if the LHA is in conformance with applicable guidelines and all other rules and regulations in effect during the executive director's contract term.

Summary

| | |
|---|--------------------------|
| Local Housing Authority: | Dudley Housing Authority |
| Executive Director: | Jeremiah Blankenbaker |
| Total Programs: | 2 |
| Total Units: | 88 |
| Part Time (Prorated) LHA Calculated Salary Maximum: | \$ 63,925 |
| Part Time (Prorated) LHA Calculated Salary Maximum Including All Other Sources: | \$ 63,925 |
| Current Approved Salary: | \$ 62,701 |

→ Enter Board-Approved Salary

Use this salary in LHA budget submission to EOHLC

\$ 63,925

→ For Existing Executive Directors (check applicable box):

ED is eligible for a salary increase up to the LHA Calculated Salary Maximum

☒

ED is not eligible for a salary increase, and will stay at the Current Approved Salary

☐

Signature of LHA Chairperson: _____

Date: _____

Print Name: _____

Print and submit this signed Executive Director's Salary Calculation Worksheet by email only to the LHA's Housing Management Specialist on or before the EOHLC Budget Submission / Revision Deadline for your LHA.