

Regular Meeting

August 3, 2017

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Vice-Chairman, Ethan Mikula, called the meeting to order at 6:31 p.m.

Members Present: Barbara Beals, Joseph Leandres, Ethan Mikula, Anne Marie Lourens
Members Absent: Glenn Davis
Others Present: Julie M. Torres, Executive Director

Upon a motion by Anne Marie Lourens, duly seconded by Barbara Beals, the Board voted UNANIMOUSLY to approve the minutes of the June 22, 2017 meeting.

Commissioners reviewed the Accounts Payable report for June 2017 and July 2017. Upon a motion by Barbara Beals, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Accounts Payable for June 2017 and July 2017.

The Warrant to Transfer Funds and Payroll Warrants for June 2017 and July 2017, and Housing Assistance Payments Warrant for July 2017 and August 2017 were reviewed by the Board.

Citizens Bank will be sending new signatory forms for commissioner's signatures.

Budget Comparatives 10/01/2016 through 06/30/2017 were reviewed by the Board. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Budget Comparatives as presented.

Capital Fund Grant Awards for FY 2017 were posted on 6/30/2017. HHA was awarded \$109,366 from HUD for Capital Improvements for Norma Oliver Village. ACC Amendments were signed by Director Torres and the Chairman of the Board of Selectmen and sent to HUD for final approval. The funds may be obligated between 8/16/2017 and 8/16/2019. Disbursement of funds ends 8/16/2021. Funds are earmarked for Site Improvement: \$77,000; Appliance Replacement: \$17,366; Designer Fees & Costs: \$15,000.

Norma Oliver Village Rent Recertification: 86 out of 92 have been completed to date. All units will have been inspected by tomorrow, 8/4.

HUD REAC Inspection is scheduled for 8/8/17. Maintenance staff have been working overtime to ensure deficiencies are corrected. REAC Overtime will be accounted for as a separate budget line item. Miscellaneous contract work includes painting of entryways, emergency roof repairs and boiler maintenance. HUD Management Rep, Jewell Burke, is scheduled to come to Hudson to introduce herself to staff and view Norma Oliver Village on 8/16/17.

The June 2017 water/sewer bill was misplaced and did not get paid until after due date which resulted in a per diem late fee charge of \$29.27. Town of Hudson declined our request to waive this fee.

Ariste (Al) Richard, part-time maintenance, gave notice his last day was 07/27/2017. Commissioner's agreed that we should look into possibility of hiring a third full-time maintenance person. Until then, they determined HHA should hire a contractor to assist with unit turnover at Norma Oliver Village so we can devote one maintenance man to stay on top of the daily work orders.

Resident Issues:

- Brigham Circle Resident, Court Ordered Eviction for Non-payment of rent of \$3,082
- HHA addressed resident's family's concern about work orders
- Brigham Circle Resident reimbursed \$50 for spoiled food due to failed refrigerator
- Norma Oliver Village Resident transferred to another unit did not have movers and HHA hired Brian McIver Movers to relocate tenant so HHA could begin unit turnover. Tenant will reimburse HHA \$360 moving costs.
- Resident request for parking policy – HHA will consider issuing policy in early fall
- Resident request for air conditioner policy – Tenant transferred to first floor where his A/C outlet is not compatible with existing outlet. Resident requests new outlet as he cannot afford new air conditioner and submitted medical documentation of need for air conditioner. HHA contracted with Cardinale Electric to install new outlet.
- Brigham Circle tenant requested HHA assistance for No Trespass Order against her ex-husband. He is on notice and the Hudson Police Department has been informed.

DHCD Board of Commissioner Training and Certification was due June 9, 2017. All Commissioners indicated they have not had opportunity to complete the process. Commissioner Lourens indicated she was unable to log on to continue the certification. Director Torres will schedule office hours for Commissioners to assist them with expedited completion.

The Door Replacement Project at 49 Washington Street, 18 interior doors were replaced. Punch list items include replacing 2 bathroom door locks, and sanding doors to smoother finish. The total cost for the project including designer fees and advertising \$26,383. HHA is holding 5% retainage upon final completion of job.

Re-stripping Parking Lot at Brigham Circle and Norma Oliver Village has been completed. Brigham Circle: \$2000; and, Norma Oliver Village \$1800. Installed directional arrows on the streets to aide with safe traffic flow.

Fascia & Trim Replacement Phase III Project – Upon a motion by Joseph Leandres, duly seconded by Barbara Beals, the Board voted UNANIMOUSLY and upon recommendation of its architect, Andrew Brockway, to award the Fascia & Trim Replacement Phase III Project to Meadows Construction, Inc. with a base bid of \$86,000 and Alternate No. 1 of \$8,000 for a total bid of \$94,000 and to appoint Director Julie Torres as Contract Officer and Glenn Davis as alternate Contract Officer.

Technical Assistant, Andrew Brockway AIA, has provided a draft set of plans for the Site Improvement Project for Norma Oliver Village. The draft was provided in advance of the HUD REAC Inspector so they would be aware of the work in progress. Andrew expects that we should be able to go out to bid in August.

Director Torres is reviewing HHA cost to own and operate laundry machines versus utilizing a Laundry Service. Brian of BC Appliance, a sole proprietor, was doing repair work for HHA but has since retired and repair costs are beginning to escalate.

HHA will be working with Andrew Brockway to prepare an RFP for camera security surveillance cameras at Norma Oliver Village.

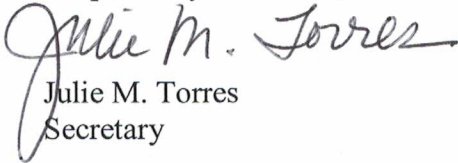
Director Torres spoke to Town Manager, Tom Moses on 7/10/17 regarding the vacant police station property on Packard Street. Mr. Moses will discuss its future use with the Board of Selectmen (BOS) about using the

property for: (1) Veteran's Housing; (2) Affordable Housing; or (3) private sale. Mr. Moses suggests partnering with the HHA for a direct transfer instead of an RFP since the HHA is a known entity with the town. The area is zoned residential and may require some zoning changes under a Friendly 40-B. We agreed to discuss with our respective Boards and discuss at a later date.

Director Torres officially informed the Board of her intention not to renew her contract after December 2017. The Executive Director Hiring guidelines set by DHCD will require several months to process. Director Torres recommends using the services of consulting firm, D/V Mainsail to ensure compliance with DHCD guidelines. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to allow Director Torres to utilize sound business practices to enter into an agreement with D/V Mainsail to assist the HHA in its Executive Director search.

Executive Session: The Board voted unanimously by roll call to enter into executive session at 7:54 p.m., to discuss pending litigation, as the discussion of these matters in open session may have a detrimental effect on the negotiating position of the housing authority; and, not to reconvene in public session.

Respectfully submitted,


Julie M. Torres
Secretary

