

Regular Meeting

October 5, 2017

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:30 p.m.

Members Present: Glenn Davis, Joseph Leandres, Ethan Mikula, Anne Marie Lourens
Members Absent: None
Others Present: Jaclyn A. Beaulieu, Interim Acting Executive Director, Jeff Stupinor, Hudson Resident

Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the minutes of the September 7, 2017 meeting.

Commissioners reviewed the Accounts Payable report for September 2017. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Accounts Payable for September 2017.

Chairman Davis welcomed Hudson Packard Street neighborhood member Jeff Stupinor to the meeting. Mr. Stupinor stated he is interested in hearing an update to the possibility of HHA involvement in the Packard Street property that was previously the old Hudson Police Station. HHA Sub-committee members Joseph Leandres and Anne Marie Lourens updated other commissioners and Mr. Stupinor of their progress on seeking possible funding for HHA to develop the Packard Street property. A meeting was held with State Representative Kate Hogan to express interest in seeking state and/or federal funds for this project. Rep. Hogan expressed interest in obtaining more details from HHA on the property and housing needs in Hudson. The sub-committee is currently working on obtaining said information and will report back to the Board once they gather more information. Chairman Davis updated the Board of an informal meeting with town Executive Assistant Tom Moses that resulted in an impending committee possibly being apprised of HHA commissioners, Hudson selectmen and Packard Street neighborhood residents to spearhead this possible project. We are still awaiting additional information on said committee from Mr. Moses. A tentative timeline of early 2018 was discussed to report back to HHA Board with more information.

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

Budget Comparatives 10/01/2016 through 08/31/2017 were reviewed by the Board. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the Budget Comparatives as presented.

On behalf of HHA fee accountant Jenna Milne, HHA commissioners were asked to approve a transfer of funds from Assabet Valley Affordable Housing (AVAH) to the HHA revolving fund in the sum of \$55,000.00 to reimburse HHA accounts for pro-rated salaries and benefits for the past four (4) years. Commissioners expressed interest in learning more information regarding the percentage of salaries that are attributed to AVAH before authorizing the transfer. Interim Director Beaulieu offered to have a further discussion with Ms. Milne and report back to the Board at the next meeting. Commissioner Leandres also posed a question regarding whether or not the HHA Board can authorize a transfer from AVAH or if AVAH Board must meet separately to approve a transfer. Ms. Beaulieu offered to seek more information on this as well.

New signature cards for all Citizens Bank accounts were signed to add Jaclyn Beaulieu as signatory to all HHA Citizens Bank accounts, and to remove Julie Torres and Barbara Beals from all accounts.

Interim Director Beaulieu updated commissioners on status of eLOCSS users for HHA. Ms. Beaulieu is still waiting on final approval from HUD for access to eLOCSS system.

DHCD Board Member Training/Certification is required to be completed. Commissioner Lourens reported that she has finished the training. All other commissioners agreed to finish said training as soon as possible and no later than mid-November.

Town Clark Joan Wordell sent a letter to HHA Board and Hudson Selectmen updating status of Barbara Beals' vacant position on HHA Board. HHA Board and Hudson Selectmen can vote to fill the open position for the remainder of Ms. Beals' term that expires May 14, 2018, at which time the vacancy shall be filled by ballot at the town's next annual election.

Massachusetts chapter of NAHRO is having their semi-annual fall conference November 13-14, 2017 in Plymouth, MA. Interim Director Beaulieu asked any commissioners interested in attending to please let her know no later than October 16, 2017.

Fascia & Trim Replacement Phase III Project – Interim Director Beaulieu informed commissioners that former Director Torres was still the primary contract officer for this project and recommended changing the primary contract officer to herself. Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to appoint Ms. Beaulieu as the primary contract officer for this project with Chairman Davis as secondary contract officer.

Architect Brockway recommended approval of Change Order Number 1 for the Fascia and Trim Replacement Phase III Project in the sum of \$9,905.05 and ten (10) additional calendar days to finish said project. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve Change Order Number 1.

Contractor Meadows Construction Company submitted Application and Certificate for Payment for the Fascia and Trim Replacement Phase III Project in the sum of \$76,050.00. Architect Brockway corrected Meadows' math on the form to total \$75,050.00 and signed his approval and recommendation for payment. Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve payment to Meadows Construction Company in the sum of \$75,050.00.

Site Improvement Project at Normal Oliver Village – Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to appoint Interim Director Beaulieu as the primary contract officer for this project with Chairman Davis as secondary contract officer. Architect Andrew Brockway submitted a fee proposal for architectural services on this project in the sum of \$15,000.00. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve Architect Brockway's fee proposal in the sum \$15,000.00. Interim Director Beaulieu updated commissioners that Tom Viola has been hired to do an independent cost estimate for this project and is currently working on said estimate. This project has a tentative timeline of early 2018 to go out to bid.

A Notice to Quit was issued to Brigham Circle Resident for unauthorized occupant. Unauthorized occupant was previously evicted from Brigham Circle for non-payment of rent and has moved in with his mother. HHA is actively working with Elder Protective Services to seek help for resident. Unauthorized occupant has been hostile toward HHA staff members on more than one occasion in the HHA office. Interim Director Beaulieu has filed a report with Hudson PD to document most recent incident on October 3. Commissioners suggested Ms. Beaulieu seek counsel from Regional Attorney on options HHA has to keep this individual out of the HHA office.

A Summons and Complaint was issued to Norma Oliver Village resident for nonpayment of rent. HHA is awaiting court date of October 20 for further action on this case.

Section 8 Housing Choice Voucher participant was issued a Termination Letter for not meeting Family Obligations of the Program. Participant has opportunity to request informal hearing.

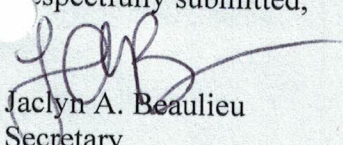
Ms. Valerie Jackson was hired on 9/20/17 as part-time temporary office support to help mainly with administration of the Section 8 program while the office is short-staffed.

Former Director Julie Torres has been asked to remain as a part-time temporary HHA staff member on an as-needed basis to assist Interim Director Beaulieu. Commissioners all in agreeance.

Commissioner Lourens expressed her interest to the Board in changing the meeting time for regularly scheduled monthly meetings of the HHA commissioners, as several commissioners have trouble making it to HHA by 6:00PM. Upon a motion by Joseph Leandres, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to change the standing time of regularly scheduled meetings of the HHA Board of Commissioners from 6:00PM to 6:30PM on the first Thursday of each month.

Executive Session: The Board voted unanimously by roll call to enter into executive session at 8:06 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,


Jaclyn A. Beaulieu
Secretary

