

Regular Meeting

November 2, 2017

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:45 p.m.

Members Present: Glenn Davis, Joseph Leandres, Ethan Mikula
Members Absent: Anne Marie Lourens
Others Present: Jaclyn A. Beaulieu, Interim Acting Executive Director, Jenna Milne, CPA/HHA Fee Accountant

Jenna Milne, CPA/HHA Fee Accountant, presented the fiscal year-end (FYE) 9/30/2017 financial statements for the agency. Ms. Milne reviewed the Budget Comparatives through FYE 9/30/17 and reported that the agency ended the year in a good financial position. Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the Budget Comparatives as presented.

Ms. Milne presented the Top 5 Compensation Form and explained that it is a new form required by DHCD as part of FYE submittals. The form sets forth broken-down compensation paid to the top five earners of the agency for FY 2017. Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the Top 5 Compensation Form as presented.

The Board reviewed and signed the following FYE documents: Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws, Certification of Top 5 Compensation Form and Certification of Year End Financial Statements. Interim Director Beaulieu stated that she will set up a time to meet with Commissioner Lourens to obtain her required signature on all required documents as soon as possible.

Upon a motion by Joseph Leandres, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the minutes of the October 5, 2017 meeting.

Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the minutes of the October 5, 2017 Executive Session meeting.

Commissioners reviewed the Accounts Payable report for October 2017. Upon a motion by Joseph Leandres, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the Accounts Payable for October 2017.

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

Interim Director Beaulieu informed the Commissioners that DHCD has not yet released the FY 2018 budget guidelines, so we have not yet been able to create a budget for FY 2018.

Interim Director Beaulieu reported back to the Commissioners regarding the topic discussed at the October 5, 2017 Regular Meeting of the needed transfer of funds from Assabet Valley Affordable Housing (AVAH) to the HHA Revolving Fund. Ms. Beaulieu learned that the Board of AVAH would need to meet to authorize the transfer of funds out of the AVAH account. Regarding the question of why the funds needed to be transferred, Ms. Milne informed the Commissioners that because AVAH's funds were tied up in a revolving CD account for several years, we were unable to transfer funds prorated to AVAH for salaries and benefits of HHA employees for that time. The money is now available to be withdrawn from the account without penalty, so the AVAH needs to reimburse HHA for those respective years of prorated salaries and benefits. Commissioner Leandres requested

further information on the amount of prorated salaries and benefits versus the amount of time HHA employees regularly spend on AVAH duties. Interim Director Beaulieu informed the Commissioners that she was working with office staff to create a better way to track administrative and maintenance time spent on AVAH business and would report back at a later date.

Section 8 Revised Utility Allowance Schedule for 2018 was presented to the Board. HHA contracted with Zeffert & Associates again who charged \$750 for the report. The cost was divided between HHA and Marlborough CDA-Housing Division for a combined report resulting in \$375 charged to each agency. Overall, the most notable changes were: oil increased, and electricity for Hudson decreased while electricity for Marlborough increased. Water and sewer remained unchanged. Gas had no notable change. Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the Allowances for Tenant-Furnished Utilities and Other Services as presented to be effective January 1, 2018.

The Board was presented the HUD published FY 2018 Fair Market Rents (FMR) and Proposed Section 8 Payment Standards for the Boston-Cambridge-Quincy, MA HUD Metro FMR Area. Upon a motion by Joseph Leandres, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to establish the Payment Standard for the town of Hudson, MA and the entire Boston-Cambridge-Quincy, MA HUD Metro FMR Area at 100% of the FY 2018 FMR effective January 1, 2018.

Bedroom Size	0	1	2	3	4	5
Fair Market Rent	\$1253	\$1421	\$1740	\$2182	\$2370	\$2725
Payment Standard	\$1253	\$1421	\$1740	\$2182	\$2370	\$2725

The Board was presented the HUD published FY 2018 FMRs and proposed Section 8 Payment Standards for all other HUD FMR areas of Massachusetts. Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to establish the Payment Standards for all HUD FMR areas of Massachusetts, EXCEPT the Boston-Cambridge-Quincy, MA HUD Metro FMR Area, at 110% of the respective FY 2018 FMR for each HUD FMR area, effective January 1, 2018.

Interim Director Beaulieu presented the draft Norma Oliver Village Parking Policy to the Commissioners for review. HHA has determined that it is in the best interest of the Norma Oliver Village community that rules and regulations be established to facilitate the safe and orderly flow of traffic, to permit access to emergency vehicles and to promote pedestrian safety, as well as govern the driving and parking of motor vehicles by residents, staff, visitors and guests on HHA property. Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to adopt the Parking Policy for Norma Oliver Village as presented.

Required DHCD Board Member Training/Certification status was reviewed. To date, Commissioner Lourens has finished the training and Chairman Davis reported he is almost done his, as well. All other commissioners agreed to finish said training as soon as possible and no later than the end of November.

Interim Director Beaulieu, Commissioner Lourens and HHA employee Robert Milne will be attending MassNAHRO's fall conference in Plymouth, MA. Interim Director Beaulieu reported that Mr. Milne has finished his Massachusetts Public Housing Administrator (MPHA) certification and will be getting his certificate at the conference. Commissioners asked Interim Director Beaulieu to congratulate Mr. Milne on his accomplishment.

Fascia & Trim Replacement Phase III Project – Interim Director Beaulieu informed commissioners that this project is almost complete and we are now waiting on a final punch list of items to be completed from Andy Brockway, the project's architect.

Site Improvement Project at Normal Oliver Village – There were no updates. We are still waiting on a cost estimate to be completed.

The Brigham Circle resident previously served a 30-Day NTQ for unauthorized occupant will be served shortly with a court summons to appear sometime in December. Interim Director Beaulieu is working closely with HHA attorney Lori McBride during this process.

Interim Director Beaulieu and HHA attorney Robert Jachowicz appeared in housing court on October 20, 2017 for a nonpayment of rent case against a Norma Oliver Village resident. HHA believes the resident has abandoned the unit. The resident did not appear in court. Attorney Jachowicz filed required statement in court and is now preparing an execution. HHA will be hearing from atty. Jachowicz's constable shortly to assess the unit.

Interim Director Beaulieu presented the Commissioners with an "Other Business" agenda of items that arose after original agenda was posted.

The Capital Improvement Plan for FY 2018 was approved by DHCD, with comment. Because the capital project pipeline is very full in the next two years, the Door Closures project has been moved to FY 2019 and the 667-1 Window and Trim Replacement Project has been moved to FY 2020. DHCD stated that they will take the lead on the 667-1 Window and Trim Replacement Project. DHCD reported that they can only add spending for new projects in FY 2018 if the work is urgent.

Upon a motion by Joseph Leandres, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the annual clothing allowance payment for two full-time maintenance staff members, Rheal Leger and Jon Orkiseski, in the amount of \$300.00 each.

Interim Director Beaulieu reported that there had been an incident of vandalism at Norma Oliver Village last weekend in the laundry room inside Building 6. The coin slot on the washing machine had clearly been severely tampered with and was badly damaged, as was the electrical panel of the machine. HHA maintenance employee Jon Orkiseski and Interim Director Beaulieu filed a report with Hudson Police Department. At this time, HHA does not know who the culprit is, but is seeking information from residents of the building and will report back if any new information arises.

Interim Director Beaulieu explained to Commissioners that she and former Director Torres have been seeking information to possibly install security cameras at Norma Oliver Village. Commissioners stated their interest in this idea and Chairman Davis asked Ms. Beaulieu to continue gathering information on different options for security camera setups and to report back to the Board once she has a better idea of the feasibility and potential cost of this project.

The Certificate of Final Completion and Requisition #2 for the Door Project at 49 Washington Street was presented. Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the Certificate of Final Completion for FISH #141049 Door Project at 49 Washington Street as presented. As stated in the Certificate of Final Completion, \$1,149.50 is now due to contractor LAL Masonry & Construction for 5% retainage.

All HHA employees have requested Friday, November 24, 2017 (the day after Thanksgiving) as a paid day off using their vacation and/or personal time, respectively. Therefore, the HHA office will be closed that day. Proper signage will be posted on the office door. Commissioners in agreeance.

Phone interviews for the Executive Director position will be held November 3, 2017 with DV/Mainsail and that final recommendations from DV/Mainsail will be available next week. Ms. Beaulieu reviewed the interview selection and setup process and asked Commissioners if they would prefer to schedule interviews directly with applicants themselves or have DV/Mainsail schedule the interviews. Commissioners decided that DV/Mainsail could schedule the interviews. Ms. Beaulieu then provided a list of potential dates for interviews. Commissioners discussed dates and decided to hold in-person interviews with selected candidates on Monday, November 20, 2017 at 7:00PM in the HHA offices. Interim Director Beaulieu will schedule the special meeting with the Town of Hudson.

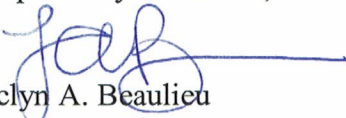
The signature card for PHA-Web software to be applied on Housing Assistance Payments checks was updated to include signatures by Treasurer Leandres and Interim Director Beaulieu.

New Open Meeting Law documentation provided by Town clerk was presented to Commissioners. Commissioners signed respective Certificate of Receipt acknowledging they were provided the new Open Meeting Law documentation.

Town Clerk has notified HHA that the Mandatory Conflict of Interest Summary must be given to every municipal employee each year and a certificate of On-line Training must be completed within 30 days of employment and then again every two (2) yrs. The certificate of On-line training and acknowledgement of the summary shall be given to the Town Clerk no later than December 31, 2017. COI Summary was given to all Commissioners. COI Certificates are to be completed by those Commissioners who need to update within two year period.

Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to adjourn at 8:08 p.m.

Respectfully submitted,


Jaclyn A. Beaulieu
Secretary

