

Regular Meeting

December 7, 2017

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:37 p.m.

Members Present: Glenn Davis, Joseph Leandres, Ethan Mikula, Anne Marie Lourens
Members Absent: None
Others Present: Jaclyn A. Beaulieu, Executive Director

Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the minutes of the November 2, 2017 regular meeting.

Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the minutes of the November 20, 2017 special meeting.

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

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

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

There is a state elderly 667 resident interested in the vacant position on the Board, vacated in September 2017 by Barbara Beals. Resident's name is Mary Lou McKeone. Ms. McKeone filled out a Board/Committee Interest Form and submitted to Director Beaulieu on November 20, 2017. All in agreeance that Ms. McKeone is recommended for appointment to open position. Per commissioners' request, Director Beaulieu to contact town clerk to set up joint vote of HHA commissioners and Hudson selectmen.

Director Beaulieu informed Commissioners that DHCD will be doing their first Performance Management Review (PMR) at Hudson Housing Authority on December 14, 2017. This first review is part of a planning year and results will not be published.

Hudson Housing Authority's final Public Housing Assessment System (PHAS) scores from FYE 9/30/2016 were published by HUD on November 3, 2017. The Authority earned a High Performer status with a total score of 92/100.

Chairman Davis is currently the Authority's representative appointed to the Community Preservation Committee with a term expiring at the end of the year. Commissioners discussed replacing Chairman Davis with another Commissioner for the coming term. Upon a motion by Joseph Leandres, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to appoint Anne Marie Lourens to the Community Preservation Committee, effective January 1, 2018. Chairman Davis will notify Community Preservation Committee in writing of this new appointment.

Required DHCD Board Member Training/Certification status was reviewed. All commissioners agreed to complete the training by December 31, 2017.

Conflict of Interest update status for 2017 was reviewed. COI Certificates are to be completed by those Commissioners who need to update within two year period. This year, COI Certificates are required from: Joseph Leandres, Anne Marie Lourens, Ethan Mikula. Commissioner Leandres has completed his COI Certificate. Commissioners Lourens and Mikula to complete by December 31, 2017 and submit to Director Beaulieu at their earliest convenience.

Director Beaulieu presented the current Executive Director's Salary Calculation Worksheet, Effective July 1, 2015 to the Board. Director Beaulieu's salary, as calculated by the current Worksheet, is \$76,705.00 annually. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the board voted UNANIMOUSLY to approve Executive Director Jaclyn A. Beaulieu's annual salary of \$76,705.00.

Director Beaulieu informed Commissioners that per guidance from DHCD, she has prepared a Memorandum of Agreement for At-Will Employment of Executive Director. New salary guidelines from DHCD will be published shortly, and submitting an At-Will agreement is advisable until new Salary Guidelines come out, at which time Director Beaulieu can submit formal Executive Director Contract of Employment with an updated salary, as calculated by the new guidelines.

Director Beaulieu presented her prepared Memorandum of Agreement for At-Will Employment of Executive Director. The Contract provides for an annual salary in the sum of \$76,705.00, as calculated by the most recently published Executive Director's Salary guidelines effective July 1, 2015. The Contract provides for a total of 150.0 hours of vacation per year (4 weeks). All other benefits in accordance with HHA Personnel Policy. Commissioners discussed the terms of the Contract. Upon a motion by Chairman Glenn Davis, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Memorandum of Agreement for At-Will Employment of Executive Director by and between the Hudson Housing Authority and Jaclyn A. Beaulieu.

Director Beaulieu is holding annual meetings for the two 689 group homes at 49 Washington Street and 8 Irving Street. The meeting for 49 Washington Street was held December 6, 2017 and the meeting for 8 Irving Street is scheduled for December 18, 2017. Social Security COLA for 2018 is 2%, therefore HHA is requesting a 2% increase in monthly rent for both properties.

Fascia & Trim Replacement Phase III Project, FISH 141053 – The project is complete. Director Beaulieu presented the following documents for approval by the Board: (1) Certificate of Substantial Completion, (2) Certificate of Final Completion and (3) Application and Certificate for Payment #2, final. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the Certificate of Substantial Completion for the Fascia & Trim Replacement Phase III Project. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Certificate of Final Completion for the Fascia & Trim Replacement Phase III Project. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Application and Certificate for Payment #2, final in the sum of \$28,855.05 to Meadows Construction Company.

Site Improvement Project at Normal Oliver Village – Initial cost estimate was received by Architect Brockway, but did not include landscaping costs. Architect Brockway is adding landscaping costs and will report back to Director Beaulieu shortly.

The Brigham Circle eviction case is scheduled to be presented in Marlborough Housing Court on Friday, December 15, 2017.

Director Beaulieu informed Commissioners that HHA employees were invited to attend a bloodborne pathogen

and fentanyl safety course at the Hudson Police Department on January 10, 2018. Director Beaulieu and staff members Bob Milne, Ray Leger and Jon Orkiseski will be attending.

The maintenance employees expressed interest in Hudson Housing Authority t-shirts to wear that identify them as employees of the Authority. Director Beaulieu is looking into cost. Commissioners in agreeance that this is a good idea.

Annual certification of Wage Match compliance was presented by Director Beaulieu. This year, each employee authorized to request and receive information through the Wage Match system must sign an "Acknowledgement Regarding Confidentiality of the Department of Revenue's Information" form. All employees with access have signed the form and the forms are on file at the Hudson Housing Authority office. Employees currently authorized to access the Wage Match system are: Jaclyn Beaulieu, Cherie Brigham, Robert Milne. Yearly Board authorization is required to continue accessing the Wage Match system. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the requirements to participate in Wage Match for state housing program tenants pursuant to MGL c. 62E, MGL c.66A, 760 CMR 6.00, and 801 CMR 3.00.

Commissioner Leandres stated his interest in learning the feasibility of adding a third full-time maintenance position to the Authority. All commissioners agreed this was something that the Authority could benefit from. Director Beaulieu informed Commissioners that she has been in talks with the Authority's fee accountant on the potential of adding a third full-time maintenance position, but that we are unable to get a better idea on feasibility until 2018 budget guidelines are published by DHCD. Director Beaulieu will report back once she has any updates.

Commissioner Leandres requested Director Beaulieu to check the expiration date of the current Cleaning contract for the Glen Road common areas and the HHA office. Director Beaulieu will report back.

Executive Session: none.

Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to adjourn the meeting at 8:35 p.m.

Respectfully submitted,


Jaclyn A. Beaulieu
Secretary