

**Regular Meeting**

**February 1, 2018**

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:38 p.m.

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

Chairman Davis welcomed new Commissioner Mary Lou McKeone to her first meeting. Commissioner McKeone thanked everyone for their support in appointing her to the vacant seat on the Board. She also reported that she had been to Town Hall to take out papers for her seat that is expiring at the May 2018 town election and was currently working on obtaining the required signatures.

Director Beaulieu informed Commissioners that she had set up a conference call at 6:40 p.m. with an HHA attorney to discuss pending litigation and requested Commissioners to enter into Executive Session for the call, as the discussion of these matters in open session may have a detrimental effect on the negotiating position of the housing authority. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to enter into executive session at 6:40 p.m., and to reconvene in public session once discussion regarding the legal matter was complete.

Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to adjourn executive session and enter back into open session at 7:58 p.m.

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

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

Commissioners reviewed the Accounts Payable report for January 2018. Upon a motion by Joseph Leandres, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the Accounts Payable for January 2018.

The Warrants to Transfer Funds for December 2017 and January 2018, Payroll Warrants for December 2017 and January 2018, and Housing Assistance Payments Warrants for January 2018 and February 2018 were reviewed by the Board.

Budget Comparatives for 12/31/2017 were reviewed by the Board. Director Beaulieu explained that as no budget had yet been prepared for FY2018, budget comparatives were prepared using figures from the FY2017 budget. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Budget Comparatives as presented.

Director Beaulieu reviewed the results of DHCD's first Performance Management Review (PMR) of Hudson Housing Authority on December 14, 2017. This first review is part of a planning year and results will not be published. However, the "desk portion" of the review resulted in No Findings for: Occupancy Rate, Budget to Actual Variance, Operating Reserves, Capital Improvement Plan (CIP) Submission and Capital (CAP) Spending. A result of Operational Guidance was issued for Certifications and Reporting Submissions. This was most likely

the result of quarterly statements being tardy in their submission; Director Beaulieu is still reviewing this result.

The on-site portion of the PMR reviewed Annual Inspections and Work Order Systems. Both items resulted in guidance from DHCD for improvement to our processes. Items needing improvement included updating the Emergency Work Order list and distributing the list to staff and tenants, preparing a Preventative Maintenance Plan, creating work orders for all preventative maintenance performed, better marking types of work orders in PHA-Web, and updating our inspections process. DHCD has supplied sample plans and documents that should prove helpful in improving the process HHA uses for Annual Inspections and Work Orders. DHCD also noted that the areas of potential improvement for HHA are the same areas of potential improvement for many other housing authorities. Director Beaulieu is currently working with administrative and maintenance staff on all identified potential improvement areas.

As part of the annual audit requirement for the year ended 09/30/2017, HHA Commissioners reviewed and replied to the "Inquiry of Those Charged with Governance," questionnaire provided by Guyder/Hurley, CPA Auditing Firm.

Director Beaulieu informed commissioners of a flood that occurred on January 6, 2018 at the 49 Washington Street property. The flood was a result of a burst sprinkler pipe in the ceiling above the main floor living room. The flood resulted in a temporarily disabled fire alarm and sprinkler system as well as severe water damage that displaced all residents of the property for one night, and several residents for five more nights as water damage was reversed and new ceilings and flooring were installed. A summary sheet was reviewed showing itemized costs related to the flood. We are currently estimating the flood cost approximately \$17,000. An insurance claim has been filed and we are currently awaiting a response from the adjuster on final payout.

The fire alarm system at 49 Washington Street is starting to fail. Currently, it is still operational, but occasionally sends false "troubles" to the Hudson Fire Department and throughout the property. A quote was received from BEF Enterprises, Inc. totaling \$5,350 to replace and update the system. Director Beaulieu is concerned with the 689 account being able to sustain another large payout, as we are still waiting on reimbursement from insurance on the January flood and suggested possibly seeking capital money from DHCD to cover the cost of replacing the fire alarm system. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to authorize Director Beaulieu to seek emergency and/or capital funding from DHCD for the cost of replacing and updating the fire alarm system at 49 Washington Street, Hudson.

Commissioners reviewed a Memorandum to Board of Commissioners from Director Beaulieu, dated January 25, 2018, informing commissioners that DHCD has published a new Local Housing Authority Executive Director Salary Calculation Worksheet along with new Guidelines for determining Executive Director salaries. The new Guidelines and Worksheet are the result of a salary comparability study of Public Housing and Affordable Housing Executives in Massachusetts and eight other states that DHCD conducted through a third-party vendor in an effort to more closely align Local Housing Authority Executive Director salaries with the current market rates of comparable senior management. The study determined that a new calculation based on three criteria (number of units, number of programs, and number of family units) is more in line with industry norms. The subsequent Worksheet, when updated with current HHA figures, results in a calculated salary maximum of \$94,085 for the Executive Director position at HHA. Director Beaulieu requested commissioners to entertain an increase from her current Board-approved salary of \$76,705 to an annual salary of \$87,000, retroactive to her date of hire in November 2017. Upon a motion by Anne Marie Lourens, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to increase Executive Director Jaclyn Beaulieu's annual salary to the sum of \$87,000 to be paid retroactively to her starting date on November 27, 2017.

Director Beaulieu presented the FY 2018 Budget Guidelines published by DHCD on January 2, 2018. The budget is currently under review by HHA fee accountant Jenna Milne and Director Beaulieu, and is due to DHCD by March 31, 2018. Director Beaulieu reviewed “wish list” items with commissioners, including the possibility of a third full-time maintenance position. Director Beaulieu reported that although an exhaustive effort has been made into the feasibility of this item, Ms. Milne does not believe a third full-time maintenance position can be supported by the current budget guidelines. Director Beaulieu to discuss all items further with Ms. Milne and report back at the next Board Meeting.

Director Beaulieu informed commissioners that approximately twenty to thirty resumes were received for the open Program Administrator position. The top seven resumes were selected, and five interviews were held. Of the five interviewed candidates, two candidates stood out. Assistant Director Brigham is currently seeking reference checks on both of the top candidates. Director Beaulieu hopes to hire one of the two candidates next week.

Brigham Circle recertifications are almost complete. Most residents chose the Biennial method of having their rent adjusted by the current SSA COLA, which streamlined the process. Director Beaulieu will report back at the next meeting final monetary results.

Director Beaulieu presented a draft staff memo titled Administrative Procedures for Inclement Weather and stated she would like to seek feedback from the Board on her proposed procedures. The memo describes procedures for administrative staff to follow in reference to reporting to work during inclement weather. Commissioners all agreed that Director Beaulieu’s memo seemed fair and reasonable. Director Beaulieu will administer to all administrative staff right away.

Status of DHCD Board of Commissioner Training/Certification was reviewed. Commissioner Mikula has not yet finished his training. Director Beaulieu will get new Commissioner McKeone the information to begin her training.

The Site Improvement Project at Norma Oliver Village is still in the planning stages. Initial cost estimates were received by Architect Brockway, which is still reviewing costs and plans. Architect Brockway hopes to go out to bid on the project by early March 2018 with a goal of construction beginning in April 2018.

Director Beaulieu reported that HHA is still going through an eviction case with a resident at Brigham Circle. A third court date has been set for next week and hopes to resolve the issue at that time.

Chairman Davis reported that he had a meeting set for February 2, 2018 between himself, Director Beaulieu and Planning & Community Development Director for the town of Hudson, Jack Hunter to discuss a possible feasibility study for the property at 62 Packard Street (the old police station). Chairman Davis and Director Beaulieu will report back.

Director Beaulieu informed commissioners that there is an ongoing issue with frozen pipes at Norma Oliver Village. The issue has been discussed with Architect Andy Brockway, who is going to bring information back to Director Beaulieu on a possible method to better insulate the pipes that is non-invasive to residents and cost-reduced to the Authority. Chairman Davis asked if this project would be a capital project – Director Beaulieu thinks that the project can be done out of the operating budget. Director Beaulieu will report back once she has more information.

HHA has provided SES Energy with recent gas bills to conduct a review of gas costs to determine if there are any possible savings available to HHA. SES Energy has worked with many other housing authorities in Massachusetts and Director Beaulieu hopes they can determine some possible savings.

Commissioner Lourens suggested she may look into the possibility of discounts for HHA-provided electricity with the Hudson Light and Power Department.

Director Beaulieu informed commissioners that HHA maintenance employee Jon Orkiseski sustained a workplace injury to his leg on December 8, 2017 while working with a grinder at the Norma Oliver Village complex. A workman's comp claim was placed for his medical costs, but no work was missed so no payout had to be made.

Director Beaulieu requested to re-schedule the date for the regular March 2018 meeting due to a scheduling conflict. Commissioners agreed to change the date of the meeting to Thursday, March 8, 2018 at 6:30 p.m.

Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to adjourn the meeting at 9:31 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'JAB', with a long horizontal line extending to the right.

Jaclyn A. Beaulieu  
Secretary