

Regular Meeting

March 20, 2018

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:32 p.m.

Members Present: Glenn Davis, Joseph Leandres, Ethan Mikula, Anne Marie Lourens, Mary Lou McKeone
Members Absent: None
Others Present: Jaclyn A. Beaulieu (Executive Director), Jenna Milne (HHA Fee Accountant)

Chairman Davis welcomed Ms. Milne to the meeting, and proposed to the Commissioners that as Ms. Milne was here to discuss the FY2018 budget, that we begin the meeting with that agenda topic. All were in agreement.

Ms. Milne presented the proposed FY2018 budget that she and Director Beaulieu had prepared according to the FY2018 Local Housing Authority Budget Guidelines issued by DHCD on January 2, 2018. Points of note from the Budget Guidelines that Ms. Milne relayed to the Board were that there was a ten (10) percent non-utility cap increase, a one-time \$10,000 technology grant, and new Executive Director Salary Guidelines. She reviewed with commissioners their wish for a third full-time maintenance staff person, which unfortunately is not feasible at this time as the HHA does not have the funds to support a full-time salary plus benefits for this employee. Ms. Milne reviewed the reserves for each of the 4001, 689, MRVP and Federal accounts; in summary, all accounts have good, if not strong, reserves and comparatively speaking to many other agencies she works with, our programs are doing great. Ms. Milne reviewed the Schedule of All Positions and Salaries for administrative staff, the Schedule of All Positions and Salaries for maintenance staff, the Schedule of Administrative Costs Other Than Salaries, the Schedule of Maintenance Materials & Supplies & Contract Costs, the Schedule of Insurance and Employee Benefit Costs and the Schedule of Non-Routine Maintenance.

Commissioner Leandres expressed concern with the Schedule of Non-Routine Maintenance, particularly questioning why things like painting of apartments, flooring, etc are not budgeted under Contract Costs. Ms. Milne explained that although these things may be routine in nature and thus could fall under contract costs, HHA does not have the subsidy to support these items under contract costs. They will be paid out of reserves and thus are classified as Non-Routine Maintenance. Commissioner Leandres suggested possibly looking into hiring a painter onto HHA staff in the future.

FY2018 Budgets were presented in consideration of approval as follows:

MOTION: Glenn Davis moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number 400-1 for fiscal year ending 09/30/2018 showing total revenue of \$572,624 and total expenses of \$617,094 thereby requesting a subsidy of \$10,000 be submitted to the Department of Housing and Community Development for its review and approval. Joseph Leandres seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

MOTION: Glenn Davis moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, program number MRVP for fiscal year ending 09/30/2018 showing total revenue of \$290,640 and total expenses of \$290,537, thereby requesting a subsidy of \$277,200 be submitted to the Department of Housing and Community Development for its review and approval. Joseph Leandres seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

MOTION: Glenn Davis moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number 689-1 for fiscal year ending 09/30/2018 showing total revenue of \$52,899 and total expenses of \$62,252, thereby requesting a subsidy of \$0 be submitted to the Department of Housing

and Community Development for its review and approval. Joseph Leandres seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the minutes of the February 1, 2018 regular meeting.

Upon a motion by Joseph Leandres, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the minutes of the February 1, 2018 Executive Session meeting.

Budget Comparatives 10/01/2017 through 01/31/2018 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.

Commissioners reviewed the Accounts Payable report for February 2018. Upon a motion by Ethan Mikula, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the Accounts Payable for February 2018.

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

Director Beaulieu presented updated Wage Match compliance documentation issued by DHCD on February 9, 2018 as PHN 2018-05 directing Housing Authorities with access to Wage Match documentation to update their security procedures to protect DOR and personal information. Director Beaulieu informed commissioners that all authorized employees have received and signed all documents and information required by PHN 2018-05 and that all certifications by authorized employees are on file at the HHA office, as required. Currently authorized employees include: Jaclyn Beaulieu, Cherie Brigham, Robert Milne, and Bryan Decker. Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the requirements to participate in the Wage Match for state housing program tenants pursuant to MGL c. 62E, MGL c.66A, 760 CMR 6.00, 801 CMR 3.00 and PHN 2018-05.

Director Beaulieu informed commissioners that HHA has hired a new employee, Bryan Decker, to fill her previously-vacated position of Program Administrator. Mr. Decker started his employment last month and is doing well in the position so far.

Brigham Circle recertification due for March 1, 2018 have been completed. The total monthly tenant rent increase due to the recertifications totaled \$889 per month. Pending any changes, total rents expected to be received at Brigham Circle total \$47,908 monthly, through February 2019.

Director Beaulieu reviewed a letter received from the Hudson Fire Department stating 1) that although HHA routinely has inspections performed of our fire/smoke/heat detectors, the number of detectors that have reached their 10-year expiration date is considerably large and the Fire Department recommends that a plan be put into place to start to replace them and 2) that the Fire Department has observed a large amount of propane grills and related cooking equipment within close proximity to exits and balconies, which is a violation of MA fire code. Director Beaulieu has addressed issue number 2 by issuing a notice reiterating MA fire code to all HHA residents and HHA staff is currently following up with individual tenants to make sure their grills and cooking equipment have been moved appropriately. After discussing issue number 1 with HHA maintenance supervisor Ray Leger, Director Beaulieu reported that the cost to replace all of the detectors is going to be significant and plans to address this important project at the next Capital Improvement Plan review this summer.

There were no updates to report on the Site Improvement Project at Norma Oliver Village.

The replacement of the failing fire alarm system at 49 Washington Street was approved by DHCD as a Capital Improvement project through a CIP revision and was issued FISH #141057. BEF Alarms was contracted to complete the work, which is scheduled to be done this Thursday, March 22, 2018. Total contract cost to BEF Alarms for the project came in at \$4,999.00.

Director Beaulieu reported that HHA is still going through an eviction case with a resident at Brigham Circle. Progress has been made, but the case may need to go back to court in April.

MassNAHRO annual conference is scheduled for May 20-23, 2018 at Sea Crest Hotel in North Falmouth. Director Beaulieu asked commissioners to please let her know in the next couple weeks if they are interested in attending, so that she can complete registrations.

Director Beaulieu presented an "Other Business" agenda.

The Norma Oliver Village and HHA office cleaning contract with Reliable Building Services, Inc. has reportedly expired as of December 2017. Director Beaulieu proposed signing a one-year extension to the contract, at the same price, so that there is a contract in place until HHA is able to go back out to bid for a new contract later this year. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve a one-year extension to the current General Cleaning Services Contract between the Hudson Housing Authority and Reliable Building Services, Inc., at the same rate as the original contract, to expire December 31, 2018.

Director Beaulieu presented the Executive Office of Labor and Workforce Development minimum wage rates to be paid for the maintenance positions effective April 1, 2018 through March 31, 2019. Director Beaulieu also informed commissioners that as of April 1, 2018 maintenance staff person Jon Orkiseski would have a title change from Groundskeeper/Custodian to Maintenance Mechanic I, as she has found his position and related qualifications better match the title of Maintenance Mechanic I. Rates were issued for Maintenance Mechanic I at \$30.31/hr. and Custodian/Laborer at \$23.69/hr. Upon a motion by Joseph Leandres, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the wage rates established by the Executive Office of Labor and Workforce Development effective April 1, 2018 through March 31, 2019.

There is a current electrical issue with the outside pole lights around Building 10 at Brigham Circle. The wires for these lights are buried in the ground, and reportedly are experiencing breaks in the wiring that need to be fixed. Maintenance Supervisor Ray Leger has reported that this is a recurring issue, and at the advice of a licensed electrician, has recommended encasing the wires in piping under ground to hopefully prevent this issue from happening again in the future. Expected costs are several thousand dollars. Chairman Davis recommended seeking additional funding from DHCD to cover the cost of this project; Director Beaulieu to contact DHCD. In the meantime, HHA maintenance staff have placed solar lights around Building 10 for safety purposes.

HHA is still waiting on word from the insurance company on potential payout for the claim filed on the 49 Washington Street flood in January 2018.

Director Beaulieu presented new inspection procedures HHA has implemented for Brigham Circle annual unit inspections, as a result of feedback from the first Performance Management Review (PMR) conducted by DHCD in December 2017. Instead of all 126 units being inspected concurrently once per year, inspections have been divided up in groups of 2-4 buildings at a time, every other month from March through September in

hopes that the work orders generated as a result of inspections is less cumbersome on maintenance personnel. So far, four buildings have been inspected and staff are working diligently on completing all related work orders. Director Beaulieu is confident this new process will result in positive feedback at next year's PMR.

Director Beaulieu informed commissioners of a project she has been working on to review the master contract register and vendor accounts at HHA. Because HHA has opted to contract out vacant unit painting and flooring replacement, Director Beaulieu is working diligently on procuring contracts for these services and hopes to report back progress at the next meeting. Director Beaulieu also noted that she is currently working on putting together a procurement package for laundry services at Brigham Circle and Norma Oliver Village.

Director Beaulieu attended a recent Selectman's meeting where discussion took place on the possible uses of the Packard Street property that is the previous Hudson Police Station. The Town is currently entertaining all ideas, but is supporting the application for a grant by the Affordable Housing Trust for a Mass Housing grant to do a feasibility study of possible uses of the property. Director Beaulieu will be attending the next Affordable Housing Trust meeting on March 22, 2018 and will report back.

Chairman Davis reminded Commissioner McKeone that she needs to return her papers to Town Hall with the required signatures by March 26 to secure her place on the ballot to renew her position on the Board at the May 2018 town election.

Commissioner McKeone expressed concern over suspicious vehicles and activity around the Brigham Circle property, in particular the community center. She suggested looking into a security camera that points at the entrance to Brigham Circle so that HHA and Hudson Police identify vehicles entering and exiting the property. All in agreeance that this is concerning; Director Beaulieu will look into the feasibility of a camera.

Executive Session: Upon a motion by Joseph Leandres, duly seconded by Ethan Mikula, the Board voted unanimously by roll call to enter into executive session at 9:15 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