

Regular Meeting

April 5, 2018

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:47 p.m.

Members Present: Glenn Davis, Joseph Leandres, Anne Marie Lourens, Mary Lou McKeone
Members Absent: Ethan Mikula
Others Present: Jaclyn A. Beaulieu (Executive Director)

Chairman Davis began the meeting by addressing the Board with some general reminders for all commissioners on best practices for handling situations where commissioners are contacted by tenants, applicants or members of the community looking for information. Because Hudson is a relatively small community, and commissioners have their contact information posted publicly, they may be contacted from time to time from individuals seeking information. Chairman Davis reminded everyone that when this occurs, the best practice is to refer the individual to the Administrative Staff and/or the Executive Director so that a proper response to the request can be given to the individual.

Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the minutes of the March 20, 2018 regular meeting.

Upon a motion by Anne Marie Lourens, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the minutes of the March 20, 2018 Executive Session meeting.

Budget Comparatives 10/01/2017 through 02/28/2018 were reviewed by the Board. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Budget Comparatives as presented.

Commissioners reviewed the Accounts Payable report for March 2018. Upon a motion by Anne Marie Lourens, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the Accounts Payable for March 2018.

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

Director Beaulieu presented the proposed HHA List of Emergencies and Emergency List for HHA Staff Creating Work Orders based on PHN 2018-08 titled PMR Second Year Clarifications advising housing authorities of clarifications for a successful PMR in year 2 of the program. The PMR requires LHAs to have a definition and list of what is considered to be an emergency and provides two sample lists that if adopted by LHAs, will be acceptable for the purpose of the PMR. The presented Lists are adaptations of the sample lists updated for HHA's specific operations. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to adopt the HHA List of Emergencies and Emergency List for HHA Staff Creating Work Orders, as presented.

Director Beaulieu presented HHA Fee Accountant Jenna Milne, CPA's new contract agreement for FY2018 that includes an approximately 5% increase. Upon a motion by Anne Marie Lourens, duly seconded by Glenn Davis, the Board voted UNANIMOUSLY to enter into an agreement for financial services with Milne, Shaw & Robillard, P.C. for the fiscal year ending September 30, 2018.

HUD has implemented a Smoke Free Public Housing rule that requires a change in HHA's current Non Smoking Lease Addendum at Norma Oliver Village. Because changes to the Policy will be incorporated in each tenant's lease, we are treating the changes as a significant amendment and a public hearing will be held in June 2018 to discuss the proposed changes.

The Miscellaneous Site Improvements Project at Norma Oliver Village has gone out to bid as of April 4, 2018. The project is being electronically bid. There is a pre-bid conference on April 12, 2018 at 10:00AM. Bids are due by 12:00PM on April 27, 2018. Architect Brockway hopes that the chosen contractor will be able to start construction mid-May 2018.

The Fire Alarm System Replacement project at 49 Washington Street (FISH #141057) is complete.

The electrical issue with the pole lights around buildings 8 and 10 at Brigham Circle can be funded through formula funding money from DHCD. Upon a motion by Joseph Leandres, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to authorize formula funding project EMG Electrical Conduit Replacement with a project budget of \$8,309 to complete the necessary repairs to the outside pole lights at Brigham Circle.

Upon a motion by Anne Marie Lourens, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to enter into a contract with Cardinale Electric Company in the sum of \$6,950.00 to complete the necessary repairs to the outside pole lights at Brigham Circle, with Chairman Davis as the contract officer, and Director Beaulieu as the alternate contract officer.

The General Painting and Upon Apartment Turnover services contract for Brigham Circle and Norma Oliver Village has gone out to bid as of April 4, 2018. There is a pre-bid conference scheduled for April 17, 2018 at 10:00AM. Bids are due April 25, 2018 by 2:00PM.

Director Beaulieu is currently working on preparing a package to go out to bid on laundry services for Brigham Circle and Norma Oliver Village.

Director Beaulieu has been compiling information regarding the possibility of installing a security camera at the entrance to Brigham Circle. Expenses for this would include wireless internet, the equipment itself, and possibly the account for streaming the video. Commissioner McKeone had previously expressed interest in this idea for security purposes on the property. All in agreeance that this is a good idea. Commissioner McKeone also suggested that Director Beaulieu could look into the cost difference between just wireless internet, versus wireless internet plus cable at the community center. Commissioner McKeone believes residents may get more use out of the community center if there is wireless internet and cable. All in agreeance that this is also worth looking into.

So far, Director Beaulieu and Commissioner Lourens have signed up for the MassNAHRO Annual Conference in May 2018. Commissioner McKeone would also like to attend; Director Beaulieu to sign up Commissioner McKeone.

HUD has published the new income limits for fiscal year 2018. The Median Income for the town of Hudson is \$107,800. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to adopt the new Income Limits for FY 2018 published as follows:

Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Very Low (50%)	37,750	43,150	48,550	53,900	58,250	62,550	66,850	71,150
Extremely Low (30%)	22,650	25,900	29,150	32,350	34,950	37,550	40,150	42,750
Low (80%)	56,800	64,900	73,000	81,100	87,600	94,100	100,600	107,100

HHA's contract with Casella Waste Systems, Inc. for rubbish removal at Brigham Circle, Norma Oliver Village and 49 Washington Street has expired. Director Beaulieu would like to renew the contract with Casella, as they have provided adequate service thus far; Commissioner McKeone agrees that Casella is doing a good job collecting rubbish at Brigham Circle. Casella presented HHA a new 36-month contract with a 5% price increase in year one and no price increase in years two and three. Upon a motion by Joseph Leandres, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to award a 36-month contract for rubbish removal to Casella Waste Systems, Inc. in the amount of \$2,427.21 per month.

Town elections are scheduled for May 14, 2018 and the Norma Oliver Village community center will once again be used as a voting location.

Executive Session: Upon a motion by Anne Marie Lourens, duly seconded by Joseph Leandres, the Board voted unanimously by roll call to enter into executive session at 8:44 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