

Regular Meeting

May 3, 2018

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:36 p.m.

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

Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the minutes of the April 5, 2018 regular meeting.

Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the minutes of the April 5, 2018 Executive Session meeting.

Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the minutes of the April 24, 2018 Special meeting.

Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the minutes of the April 24, 2018 Executive Session meeting.

Budget Comparatives 10/01/2017 through 03/31/2018 and quarterly reports for 03/31/2018 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 April 2018. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Accounts Payable for April 2018.

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

Upon review of HHA's Account Aging Report for Brigham Circle, there are inactive residents who have balances remaining on their accounts from the end of the last fiscal year. As of fiscal year end 09/30/2017, Brigham Circle has \$4,934.00 in inactive accounts reported as "Allowance for Doubtful Accounts" currently on the Brigham Circle balance sheet. Efforts to collect outstanding debts or return credited amounts have been unsuccessful. The total \$4,934.00 balance of inactive residents has already been accounted for in the Reserves account for Brigham Circle. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to write off \$4,934.00 of aging accounts at Brigham Circle.

An Amendment #7 to HHA's Contract for Financial Assistance (CFA) for Work Plan 5001 in the amount of \$185,018.88 is required to be signed by the Chairman, Glenn Davis. This amendment funds the FY2020 Formula funding award (FISH #141018) along with FISH numbers: 141054, 141024, 141025, 141046, and 141041 and extends the contract dates of service from June 30, 2019 to June 30, 2020. The following resolution was introduced by Chairman, Glenn Davis, read in full and considered: RESOLUTION AUTHORIZING CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN FOR DEVELOPMENT NO. 5001 FOR HOUSING PROGRAM 167-1, 667-1, 667-2, 689-1. NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE Hudson Housing Authority, AS

FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Hudson Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of the Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall take effect immediately. Anne Marie Lourens moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Joseph Leandres, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes 5 Nays 0

The Chairperson thereupon declared said motion carried and said resolution adopted.

Due to updated DHCD and HUD requirements for housing authorities in relation to Limited English Proficiency (LEP) individuals, the Hudson Housing Authority is required to have a Language Access Plan (LAP). The Authority contracted with Manette Donovan, Attorney at Law, to prepare a comprehensive and compliant LAP to set policy for Authority personnel to follow in communicating with LEP individuals. As part of the LAP, Director Beaulieu has contracted with Telanguage, a 24/7 interpretation services company, to provide interpretation services to the Hudson Housing Authority on an as-needed basis. Commissioners reviewed the Language Access Plan. Upon a motion by Joseph Leandres, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to adopt the Language Access Plan (LAP) as presented.

HUD has updated their submission policies for 5-year Action Plans and now requires an active 5-year Plan submitted through their online system, EPIC. Director Beaulieu presented her draft submission of the current 5-year plan that runs 2016-2020. The only notable update to the original "paper" submission is a priority on replacing the roofs of the 6 tenant buildings. It has come to Director Beaulieu's attention that the roofs on all 6 tenant buildings at Norma Oliver Village should be replaced as soon as possible, as they are beginning to leak and have ongoing issues. All commissioners in agreeance that replacing the roofs as soon as possible is priority.

HUD's Smoke Free Public Housing rule published on December 5, 2016 requires an update to the current Hudson Housing Authority Smoke Free Housing Policy for Norma Oliver Village. Commissioners reviewed a draft of the new policy, that will be presented for comment at a public hearing and Resident Advisory Board meeting on June 7, 2018. Notable changes include: addition of "waterpipes (hookahs)" to the list of prohibited tobacco products, addition of a minimum distance of 25 feet from all public housing and administrative office buildings to be outside the restricted area where smoking is permissible, and expanding the term "smoking" to also include marijuana.

Commissioners reviewed the Tabulation of General Bids for the Norma Oliver Village (NOV) Miscellaneous Site Improvements project. After review of the bids and calculation of the total cost for the project to add the Additive Alternative No. 01, Director Beaulieu and Andrew Brockway of Andrew M. Brockway & Associates recommend acceptance of Additive Alternative No. 01. In a letter to the Housing Authority dated May 2, 2018 from Andrew M. Brockway, AIA, Principal of Andrew M. Brockway & Associates, Mr. Brockway reported

that the apparent low bidder is RAE Contracting, LLC. Mr. Brockway contacted three of RAE's references for similar projects for other public entities who spoke very highly of RAE Contracting, LLC. It is for these reasons that Andrew Brockway recommends that the scope of work be awarded to RAE Contracting, LLC. Upon a motion by Ethan Mikula, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY based on the recommendation of Andrew M. Brockway & Associates to award the Norma Oliver Village Development Miscellaneous Site Improvements project to RAE Contracting, LLC, in the amount of \$91,508.00, including Additive Alternative No. 01, and to assign the Executive Director, Jaclyn A. Beaulieu as Contract Officer, and Chairman, Glenn Davis, as secondary Contract Officer.

Director Beaulieu reported that work on the EMG Electrical Conduit Replacement project around Buildings 8 & 10 at Brigham Circle will be completed in the next few weeks.

Commissioners reviewed the Tabulation of General Bids for the General Painting & Upon Apartment Turnover service contract for the painting of vacant units at Brigham Circle and Norma Oliver Village. The apparent low bidder is Maxiclean Co. Inc. with a base bid of \$19,250.00. Director Beaulieu has contacted three of Maxiclean Co. Inc.'s references for similar projects and all three references reported positive experiences with Maxiclean and a unanimous willingness to work with Maxiclean again in the future. It is for these reasons that Director Beaulieu recommends that the scope of work be awarded to Maxiclean Co. Inc. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to award the General Painting and Upon Apartment Turnover service contract to Maxiclean Co. Inc., for apartment painting on an as-needed basis, at the bid price of \$770 per unit, and to assign the Executive Director, Jaclyn A. Beaulieu as Contract Officer, and Chairman, Glenn Davis, as secondary Contract Officer.

Director Beaulieu reported that she has been working diligently on going out to bid on a Laundry Service for Brigham Circle and Norma Oliver Village. After consulting with other housing authorities and procurement specialists who have procured laundry services in recent years, Director Beaulieu has determined that it would be in Hudson Housing Authority's best interest to request a bid contract term for longer than the maximum standard three-year permissible contract length stipulated in Chapter 30B procurement regulation. Offering a longer contract term would help attract more competitive and responsive bids to cover the up-front cost of the new machines. Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to increase the contract term for the Laundry Equipment, Service and Maintenance Invitation for Bid contract term to five (5) years with two (2), three-year (3-year) extensions. Director Beaulieu hopes to get the Laundry IFB out to bid in the next couple weeks.

Commissioners reviewed the results of the DHCD Resident Survey of state public housing tenants. Surveys were sent to 116 Brigham Circle tenants in fall 2017, and 79 surveys were returned completed. As compared to statewide results, Hudson Housing Authority was above average on most responses. Of the respondents, 97% reported that they felt they were usually or always treated with courtesy and respond when contacted by management (as compared to 88% of statewide results). Some areas to look at for future improvement could be plumbing issues, as 53% of respondents reported that they had a problem with water or plumbing over the last 12 months, maintaining outdoor space, as 58% of residents reported that they "always" or "sometimes" had a problem with outdoor space maintenance, and the feeling of general safety around the complex.

Director Beaulieu reported that we have received the final payout on the insurance claim filed for the 49 Washington Street floor on January 6, 2018. Total payout was \$17,714.64. According to Director Beaulieu's calculations, total expenses for the flood were \$18,019.82.

Criminal Offender Record Information (CORI) regulation was updated over the last several years, necessitating an update to the HHA CORI Policy. Director Beaulieu presented an updated CORI policy drafted by Attorney Manette Donovan. The new policy would bring HHA up-to-date on all current requirements. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to adopt the Hudson Housing Authority CORI Policy as presented.

The owner of 278 Manning Street Unit 1001, Hudson, MA is selling the unit. There is a Deed Rider on the unit that gives HHA Right of First Refusal on the sale of the unit. Director Beaulieu received written Right of First Refusal on May 2, 2018 from the seller's attorney, Paul Piazza, Esq. stating that the unit is being offered for \$165,000 and that a third-party buyer has already made an offer and put a deposit down on the unit for a proposed closing date of June 7, 2018. Because of the Deed Rider, HHA has 30 days to respond to the Right of First Refusal offer. Commissioners discussed pros and cons of purchasing the unit through the Assabet Valley Affordable Housing (AVAH) Trust. Upon review of the bank account for AVAH, we would most likely need to seek additional funding to purchase the unit. Commissioners agreed that it is worth looking into the feasibility of the purchase and if it would be profitable for the HHA.

Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to Director Beaulieu to schedule an independent appraisal of the unit. Chairman Davis and Commissioner Leandres to look into additional funding options. Director Beaulieu to schedule a Special Board Meeting later in the month to reconvene.

It has come to Director Beaulieu's attention that the two condos HHA currently owns through AVAH at 278 Manning Street (units 1202 & 1403) are currently not on the town of Hudson's Subsidized Housing Inventory (SHI) list. Director Beaulieu is going to further seek information on what steps HHA would have to take to get these units on the SHI list for the benefit of the Town.

The next Board Meeting is on June 7, 2018 at 6:30PM at the Norma Oliver Village Community Center, directly following a public hearing and Resident Advisory Board meeting scheduled for 6:00PM. Commissioners agreed to cancel the regularly-scheduled July meeting as it would fall during a holiday week. Director Beaulieu will update Commissioners if a Special Meeting needs to be scheduled later in the month of July to cover any urgent business.

Executive Session: None.

Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to adjourn at 8:40 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu  
Secretary