

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 7:02 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), Jenna Milne (HHA Fee Accountant)

Chairman Davis welcomed Ms. Milne to the meeting and proposed to the Commissioners that we begin the meeting with the topics pertinent to Ms. Milne so that she can leave after her topics are addressed, if she so wishes. All were in agreeance.

Director Beaulieu explained that she asked Ms. Milne to attend tonight's meeting to address the confusion surrounding the requested transfer of monies owed from the management account at TD Ameritrade to the HHA revolving account to reimburse the HHA for prorated salaries and fees accounted for in yearly budgets since 2013. Ms. Milne presented a chart she prepared titled "Analysis of A/R – Management on Rev Fund" that breaks down the total salaries, benefits, and other expenses from 2010 through March 2018 that were budgeted to the Management Account. No transfer for these budgeted amounts has been processed since 2013. Total that the Management Account owes as of 3/31/18 is \$41,982.

Commissioners expressed concern over why this money has not been transferred on a regular basis, and why the total amount to be transferred seems so high. Ms. Milne explained part of the problem was with the signatories on the account not being updated to current Board members. The dollar amount to be transferred encompasses 5 ½ years and is not high, relatively speaking, once you take that into consideration. Commissioners expressed concern with this continuing to happen. Director Beaulieu reported that signatories were updated at our last meeting on 5/24/18 and are currently being processed by TD Ameritrade – Director Beaulieu to check on status. Once signatory update is official, Director Beaulieu will initiate the withdrawal. Once this one large transfer is complete, Director Beaulieu and Ms. Milne will work with Commissioners in determining a more regular transfer schedule – perhaps quarterly. All in agreeance that more regular transfers are of upmost priority going forward, but that the one-time transfer of \$41,982 is necessary to get the accounts current.

Budget Comparatives 10/01/2017 through 04/30/2018 were reviewed by the Board. Ms. Milne reported that all budget line items look good, and that reserves accounts for all developments are healthy and she has no worries at this time. One item to watch to see if a budget revision is required is extraordinary maintenance. She will continue to monitor this line item. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Budget Comparatives as presented.

Director Beaulieu reported that currently, it appears we may not use the whole budgeted amount for apartment painting at Brigham Circle originally accounted for in the FY18 budget. She proposed potentially repurposing the extra budgeted funds for another extraordinary maintenance item that needs funding – apartment ceiling repair. Currently at Brigham Circle, there are approximately 20-30 apartments with ceilings that are peeling. This issue is ongoing, and is currently being addressed mainly at apartment turnover. However, it could be beneficial to address several of these units at once with extraordinary maintenance funds. Commissioner Leandres proposed possibly taking a future vacant unit "offline" with DHCD to house tenants whose ceilings are being repaired. Director Beaulieu to look into the feasibility of this plan and report back.

Discussion took place regarding the HUD Annual Plan. Commissioners reviewed the comments made at the

Resident Advisory Board meeting and Public Hearing. Work on the Miscellaneous Site Improvements project is scheduled to begin within the next two weeks. The following items were discussed in addition to already planned items; replacing the roofs of all tenant buildings and the community center; ongoing replacement of appliances on an as needed basis; site-wide replacement of stoves and refrigerators; handicapped unit upgrades. Future items to consider include: Replacing HHA owned laundry machines with a company that provides machines, service, and coin collection; new linoleum in the kitchens and baths that is less slippery; installing smoking receptacles to decrease cigarette butts around the property; fire alarms and/or pull cord replacement; installing more and/or better lighting around the trash sheds. The Housing Authority will consider these items in the absence of other items which may be deemed health and safety issues, and as resources become available. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the HUD Annual Plan.

Discussion took place regarding the new Smoke Free Housing Policy for Norma Oliver Village. The three main updates to the policy include: (1) individuals wishing to smoke must be at least 25 feet away from all buildings (2) addition of "water pipes" (aka hookahs) to the list of banned smoking items and (3) adding marijuana to the list of substances that cannot be smoked. If approved, the new Policy will be effective September 1, 2018 and all tenants will sign a new Lease Addendum as part of their annual recertification this summer. There were no comments made at the Public Hearing that opposed the updates to the Smoke Free Housing Policy. The only comments made in reference to the Smoke Free Housing Policy included: desire for stricter enforcement of violations to the Policy; possible installation of cigarette butt receptacles around the property. Upon a motion by Anne Marie Lourens, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to adopt the Smoke Free Housing Policy for Norma Oliver Village, as presented, effective September 1, 2018.

Director Beaulieu proposed postponing the annual reorganization of HHA officers scheduled for tonight's meeting to the June 21 Special Meeting currently being scheduled so that all Commissioners can be in attendance. All in agreement.

Upon a motion by Joseph Leandres, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the minutes of the May 3, 2018 regular meeting.

Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the minutes of the May 23, 2018 Special meeting.

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

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

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 proposed submission of the current 5-year plan that runs 2016-2020. Director Beaulieu previously submitted a draft submission at the May 3 meeting; the only notable update to the draft submission is an update to the CFP award for FY2018, which has been announced by HUD since the draft was presented and provides almost \$60,000 more funding than originally anticipated. Upon a motion by Anne Marie Lourens, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve submission of the EPIC 5-Year Capital Action Plan, as presented.

Capital Fund Grant Awards for FY2018 were posted by HUD on 5/22/2018. HHA was awarded \$167,607.00 from HUD for Capital Improvements at Norma Oliver Village. Director Beaulieu is currently working on preparing all documents required to submit to HUD for final approval. New this year, we are no longer required to sign an ACC Amendment to accept the award. The Chairman of the town of Hudson Board of Selectmen has already signed his approval for HHA to accept the award. The funds may be obligated between 5/29/2018 and 5/28/2020. Disbursement of funds ends on 5/28/2022. Majority of funds is earmarked for roof repair and/or replacement project at 6 tenant buildings and 1 community center.

Director Beaulieu presented an updated version of the Admissions and Continued Occupancy Policy (ACOP) for Norma Oliver Village federal public housing to include direct references within the ACOP to other Policies currently effective as adopted by the Board. These policies include: Reasonable Accommodation Policy, Language Access Plan, VAWA Policy, Emergency Transfer Plan, CORI Policy, and Smoke Free Housing Policy. Upon a motion by Anne Marie Lourens, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to adopt the ACOP as presented with changes.

Director Beaulieu presented a new proposed agreement with Metro West Collaborative Development (MWCD) to perform compliance monitoring of Simrah Gardens on behalf of HHA. In previous years, HHA contracted with MWCD to perform compliance monitoring on a yearly basis. In this agreement, HHA would bill Simrah Gardens, and would then pay MWCD for their services. The new agreement will be ongoing between HHA and MWCD, but may be terminated with a minimum of two months notice before annual monitoring activities are scheduled to begin. The new agreement will also remove HHA as the "middle man" for billing; MWCD will invoice and receive payment from Simrah Gardens directly. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to authorize Director Beaulieu to sign the new Compliance Monitoring agreement with MWCD, as presented, to authorize MWCD to perform ongoing compliance monitoring of Simrah Gardens on behalf of HHA.

Notice to Proceed for the Site Improvement Project was issued on 5/17/18. Dig Safe has already marked the site, with site work scheduled to begin in the next two weeks. Director Beaulieu is currently awaiting a proposed work schedule from the contractor, RAE contracting, so that she can provide a tentative schedule of work to residents.

Laundry Service contract Invitation for Bid is currently out to bid and set to close at 12:00PM on 6/11/2018. No contractors attended the pre-bid conference. Director Beaulieu will report back results at the next meeting.

Director Beaulieu informed commissioners of a car accident involving a vehicle crashing into Building 12 at Brigham Circle at approximately 5:00PM on May 11, 2018. The vehicle drove straight through the outside brick wall into the living room of Building 12, Apartment 3. No serious injuries were reported. The building, however, has severe damage, including structural damage. On the evening of the incident, Massachusetts Southern Fire District 14 Technical Rescue Team was called in to secure the building for safety. By the next morning, all residents of the building were allowed to return home to their apartments except for the resident of Apartment 3. An insurance claim was filed with Sullivan Insurance Group, who has taken lead on the project of repairing the unit and the building and provided a company called Environment Restorations, Inc. to complete the repairs. At this time, DHCD has issued HHA a 6-month waiver to take the unit "offline" in their system while repairs are completed. A structural engineer has surveyed the damage and reported that there may be more structural damage than originally anticipated. Director Beaulieu is working closely with Sullivan Insurance Group, Environmental Restorations, Inc. and DHCD to coordinate repairs to the building and will report back updates as she has them. Repairs are estimated to cost over \$25,000.00.

Director Beaulieu reported to Commissioners that Maintenance Supervisor Rheal Leger is going to be out of work for an undetermined amount of time for medical reasons. We have reason to believe it may be a few weeks, and should have a better idea of the length of time he will be out by late next week.

Steve Weir Landscaping submitted a quote to HHA in the amount of \$1500 to remove the trees and debris around Brigham Circle that was knocked down and scattered as a result of the severe winter storms. HHA maintenance team does not have the capacity at this time to remove the vast amount of debris and Director Beaulieu feels it is in the best interest of the Agency to hire Steve Weir Landscaping to perform the work. All in agreement.

Director Beaulieu has been looking into better No. Smoking signage for Brigham Circle and Norma Oliver Village. All options looked at thus far seem pricy. Commissioner Lourens suggested contacting the cigarette companies to inquire if they have any signage they can provide HHA free of charge. Director Beaulieu to look into this idea and report back.

Executive Session: None.

Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to adjourn at 9:10 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu
Secretary