

Regular Meeting

August 2, 2018

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:31 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 declared that today's meeting requires an executive session to discuss pending litigation that if discussed in open session, would have a detrimental effect on the negotiating position of the housing authority.

Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY by roll call at 6:33 p.m. to enter into executive session 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 to seek advice of counsel; and, to reconvene in public session.

Executive Session Roll Call:	Joseph Leandres:	Yay
	Mary Lou McKeone:	Yay
	Anne Marie Lourens:	Yay
	Glenn Davis:	Yay

Upon a motion by Joseph Leandres, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to reconvene in public session at 6:45 p.m.

Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the minutes of the June 7, 2018 regular meeting.

Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted 3-0 to approve the minutes of the June 21, 2018 Special meeting. Joseph Leandres abstained from the vote.

Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the minutes of the June 21, 2018 Executive Session Meeting.

Budget Comparatives 10/01/2017 through 06/30/2018 were reviewed by the Board. One line item that may require a budget revision is extraordinary maintenance, as it is currently significantly underspent. Director Beaulieu reported that some significant expenses are coming in the next few weeks, and will keep a close eye on this line item with HHA Fee Account Jenna Milne to determine if a budget revision will need to be submitted. Upon a motion by Joseph Leandres, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the Budget Comparatives as presented.

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

Commissioners reviewed the Accounts Payable report for July 2018. Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the Accounts Payable for July 2018.

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

Commissioners reviewed the Capital Improvement Plan 2019 through 2023 for 667-C, 689-1, and 167-1. A meeting with the residents and group homes was conducted on 7/24/18 to review the plan and take comments. Upon a motion by Joseph Leandres duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Capital Improvement Plan 2019 through 2023 as presented, and to submit to DHCD for approval.

The annual Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws form was reviewed by commissioners and signed by all in attendance.

The HUD Single Audit and DHCD Agreed Upon Procedures Audit (AUP) results for FYE 9/30/2017 were distributed to all Commissioners present. Prior year issues were addressed by the Authority and considered closed by the Auditors, with one note carrying over to update the micro purchase threshold in the Procurement Policy to \$3,000. Current Year Comments also included ensuring proper use of the Enterprise Income Verification (EIV) system for interim rent reexaminations and ensuring that no assisted tenancies are approved with owners who have been debarred, suspended or subject to a limited denial of participation under federal regulation.

Director Beaulieu and Commissioner McKeone have been working on the application for funds to the Community Preservation Committee for funds to renovate the Brigham Circle Community Center. Chairman Davis and Commissioner Lourens offered to join in the efforts and will be in touch with Director Beaulieu this week. The application is due by 8/8/18.

HHA Maintenance supervisor Ray Leger is still out of work on short-term disability for medical reasons. He is not projected to return to work until late September. Part-time maintenance employee Luis Abreu has accepted a full-time position at Acton Housing Authority and his part-time position in Hudson is currently vacant. Maintenance employee Jon Orkiseski is the only active maintenance employee currently. Director Beaulieu interviewed a possible candidate for the vacant part-time maintenance position to be hired on a temporary basis. She will report back if he is hired. Commissioners expressed their appreciation for Mr. Orkiseski's hard work for the past couple months. Commissioners also recommended looking into hiring another temporary part-time employee for the next several weeks to help fill in. Director Beaulieu will report back if she finds someone.

Director Beaulieu approved some overtime work for Jon Orkiseski to extend his work days 3-4 times per week for the next several weeks to help him complete all of the extra work he is currently responsible for as the only maintenance employee.

The FY2018 budget was approved last week. We are still waiting on a hard copy in the mail. We may still need to do a budget revision; Director Beaulieu will review with HHA fee accountant Jenna Milne this month now that we have an approved budget.

DHCD provided a one-time \$10,000 technology allowance in the FY2018 budget to help authorities acquire and engage in the proper technology to successfully meet the guidelines of the Performance Management Review. So far, HHA has purchased iPad tablets for both full-time maintenance employees to assist in fulfilling work orders, three new computers for administrative staff (with one computer being installed in the waiting room for individuals to fill out applications), and upgraded the email server.

Director Beaulieu has been contacted for an interview as part of the town of Hudson's feasibility study for the

Packard Street old police station and the school administration building. The interview will take place this month.

HHA received a default judgment on a 14-day NTQ issued to a Brigham Circle resident for nonpayment of rent. We are currently waiting on the execution, which we expected to receive in the next few days.

The Site Improvement Project at Norma Oliver Village is almost complete. The only notable outstanding item is we are currently waiting on the back-ordered pergola, which is expected to arrive and be installed the week of 8/13/18. It has come to Director Beaulieu's attention that Building 3 is now the only building without a park bench; she is looking into a possible change order to add a bench so that residents waiting on their transportation have somewhere to sit.

The laundry service contract was awarded to Automatic Laundry. Installation of the new machines is set for Wednesday, 8/22/18. Director Beaulieu suggested waxing the floors and having the walls painted in the two laundry rooms at Brigham Circle, as the rooms have not been properly updated or cleaned in many years. All commissioners in agreeance. Director Beaulieu also suggested having the six laundry rooms at Norma Oliver Village painted; this item was also agreed upon by the commissioners. Scheduling will be done so that all rooms are ready for 8/22 installation.

Unit 12-3 at Brigham Circle that was damaged by the car crash on 5/11/18 is still offline. Contractors have begun working on the unit, but no work has been done in the past two weeks. Director Beaulieu will check in and get a status update.

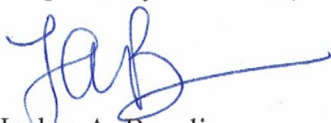
The drainage issue around Brigham Circle buildings 2 and 3 has gotten worse. We originally thought the issue could be fixed for around \$10,000. HHA's RCAT project manager Jeff Baxter and a landscape engineer have both been out to assess the issue, and the project has expanded to what we now believe will be an approximate \$50,000 project. This project has been prioritized in our Capital Improvement Plan, as water is now entering both buildings during every major rain storm and we are concerned that mold is going to start developing.

Director Beaulieu reviewed the vacancy board with commissioners. We currently have 2 units vacant at Brigham Circle, both on waiver from DHCD. One is the car crash unit, and the other suffered extensive damage from a handicap tenant that is estimated to cost \$15,000-\$20,000 to repair.

The summer cookout for Brigham Circle is scheduled for Wednesday, 8/8/18 and the cookout at Norma Oliver Village is scheduled for Wednesday, 8/15/18. All commissioners are invited to attend.

Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to adjourn at 8:17 p.m.

Respectfully submitted,



Jaelyn A. Beaulieu
Secretary

