

Regular Meeting

October 4, 2018

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:49 p.m.

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

Upon a motion by Anne Marie Lourens, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the minutes of the September 6, 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 September 6, 2018 Executive Session meeting.

Budget Comparatives 10/01/2017 through 08/31/2018 were reviewed by the Board. Upon a motion by Anne Marie Lourens, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the Budget Comparatives as presented.

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

The Warrants to Transfer Funds for September 2018 and Payroll Warrants for September 2018 were reviewed by the Board.

The Board was presented the HUD published FY 2019 Fair Market Rents (FMR) and Proposed Section 8 Payment Standards for the Boston-Cambridge-Quincy, MA HUD Metro FMR Area. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to establish the Payment Standard for the town of Hudson, MA and the entire Boston-Cambridge-Quincy, MA HUD Metro FMR Area at 100% of the FY 2019 FMR effective December 1, 2018.

Bedroom Size	0	1	2	3	4	5
Fair Market Rent	\$1394	\$1561	\$1902	\$2383	\$2571	\$2956
Payment Standard	\$1394	\$1561	\$1902	\$2383	\$2571	\$2956

The Board was presented the HUD published FY 2019 FMRs and proposed Section 8 Payment Standards for all other HUD FMR areas of Massachusetts. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to establish the Payment Standards for all HUD FMR areas of Massachusetts, EXCEPT the Boston-Cambridge-Quincy, MA HUD Metro FMR Area, at 110% of the respective FY 2019 FMR for each HUD FMR area, effective December 1, 2018.

Section 8 Revised Utility Allowance Schedule for 2019 was presented to the Board. HHA contracted with Zeffert & Associates again this year for a total of \$800. The cost was divided between HHA and Marlborough CDA-Housing Division for a combined report with allowances for both Hudson and Marlborough. Overall, the most notable changes were: oil increased, electricity increased slightly, gas decreased, propane increased slightly. Water and sewer increased slightly in Hudson but remained unchanged for Marlborough. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the

Allowances for Tenant-Furnished Utilities and Other Services as presented to be effective December 1, 2018.

The 2019 Capital Improvement Plan (CIP) for state-aided facilities Brigham Circle, 49 Washington Street and 8 Irving Street was approved by DHCD. HHA has been authorized to move forward with projects: 667 Drainage Study Correction FISH#141059 and project 689 Flooring Replacement FISH#141060 for FY2019.

The MassNAHRO Fall Conference will be held in Natick, MA on December 3-4, 2018. Director Beaulieu has asked any commissioners interested in attending to please let her know as soon as possible so that she can register anyone intending on attending.

RAE Contracting will be completing the Change Order #1 items for the site improvement project at Norma Oliver Village in the next week or two, as soon as the pre-cast stairs are delivered for installation.

Progress on repairs to Brigham Circle unit 12-3 that was damaged in a car crash several months ago is still slow. Reportedly, there have been issues with the electrical in the unit that are ongoing. Director Beaulieu to check back in on status for an update.

The drainage project at Brigham Circle Buildings 2-3 has been assigned FISH#141059. RCAT will be taking the lead on this project.

Several units at Norma Oliver Village have repeated issues during the colder months with pipes in outside walls freezing. We are currently working with a contractor, Doug Lamm of Building Envelope Materials, who believes he can properly insulate the problem pipes with foam insulation without having to inconvenience the residents with a large-scale construction project. Director Beaulieu has authorized Mr. Lamm to perform the insulation procedure on two units to determine if HHA Maintenance personnel thinks this procedure is worth moving forward with for other apartments.

Commissioner Lourens reported to the Board that she attended a recent meeting with the Affordable Housing Trust to hear the outcome of the feasibility study on the property at the old police station on Packard Street and the School Administration Building. It looks like most interested parties believe the Packard Street property is a probable location for the School Administration department to move to.

Chairman Davis updated the Board on a recent walk-through he performed at Norma Oliver Village with some of the tenants. He made note of several items that may need to be addressed in the future, and presented his notes to Director Beaulieu to discuss with the HHA maintenance department.

The FY2019 Budget Guidelines were released by DHCD last week. This year there is a 4% increase in the ANUEL. Director Beaulieu suggested she work with HHA Fee Accountant Jenna Milne to have a draft budget to review at November's regular meeting. After commissioners have had a chance to give input and feedback, a second November Special meeting can be scheduled to review the final budget submission. All in agreeance that this seems like a good plan.

In an effort to find ways for the HHA administrative staff to seem more transparent to our residents, Director Beaulieu is working on creating a monthly newsletter for each development.

Chairman Davis declared that today's meeting requires an executive session to discuss the physical condition and health of an individual employee, as well as to discuss pending litigation that would require an Executive Session.

Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call at 8:20 p.m. to enter into executive session to discuss the physical condition and health of an individual employee, and 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.

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

Upon a motion by Anne Marie Lourens, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to adjourn at 8:28 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu
Secretary

