

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:40 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), CPA Jenna Milne (HHA Fee Accountant)

The draft budget for FY2019 was reviewed with the Board by CPA Milne. In the budget guidelines published by DHCD on 9/27/18, DHCD is allowing Authorities a 4% increase in the ANUEL for FY2019. Using this information, CPA Milne and Director Beaulieu drafted a proposed budget to present to the Board. Ms. Milne reviewed the reserves for each of the 4001, 689, MRVP and Federal accounts; in summary, all accounts have good, if not strong, reserves and comparatively speaking to many other agencies she works with, our programs are doing great. Ms. Milne reviewed the Schedule of All Positions and Salaries for administrative staff, the Schedule of All Positions and Salaries for maintenance staff, the Schedule of Administrative Costs Other Than Salaries, the Schedule of Maintenance Materials & Supplies & Contract Costs, the Schedule of Insurance and Employee Benefit Costs and the Schedule of Non-Routine Maintenance.

Discussion ensued around the proposed budget. One item that was discussed was the administrative staff salary increases. The draft budget was prepared using the DHCD suggested 4% increase; commissioners agreed it could be beneficial to do their due diligence and try to gather information on recent salary raises for similar positions within the town of Hudson.

Director Beaulieu reminded everyone that the draft budget presented today does not have to be approved or denied today; its purpose was for initial discussion and comments. A second meeting will be held this month to discuss and possibly vote on a final FY2019 budget for submission to DHCD, which is due to DHCD by 11/30/18.

CPA Milne presented the fiscal year-end (FYE) 9/30/2018 financial statements to the Board as well as the Budget Comparatives through FYE 9/30/18 and reported that the agency ended the year in a good financial position. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Budget Comparatives and year end financials as presented.

Ms. Milne presented the Top 5 Compensation Form. The form sets forth broken-down compensation paid to the top five earners of the agency for FY 2018. This year, Director Beaulieu has been listed twice because she held two separate positions during the fiscal year. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Top 5 Compensation Form for FY19 as presented.

The Board reviewed and signed the following FYE documents: Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws, Certification of Top 5 Compensation Form and Certification of Year End Financial Statements.

Upon a motion by Anne Marie Lourens, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the minutes of the October 4, 2018 regular meeting. Mary Lou McKeone and Ethan Mikula abstained from the vote, as they were absent from the October 4, 2018 meeting.

Upon a motion by Anne Marie Lourens, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the minutes of the October 4, 2018 executive session meeting. Mary Lou McKeone and Ethan Mikula abstained from the vote, as they were absent from the October 4, 2018 executive session meeting.

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

The Warrants to Transfer Funds for October 2018, Payroll Warrants for October 2018, and HAP warrants for October and November 2018 were reviewed by the Board.

A draft HHA Maintenance Plan was presented by Director Beaulieu. The Plan was drafted using DHCD's newly-published suggested Maintenance Plan template. Because the final template was just released by DHCD a few weeks ago, and because implementation of the Maintenance Plan will take heavy planning and coordination efforts between administrative staff, maintenance staff and HHA's housing software vendor, Director Beaulieu has suggested adopting the plan for a few weeks until she has had time to begin coordinating these efforts. All Commissioners agreed with this plan.

The vacant Program Administrator position has been advertised in the local newspaper, the local Spanish newspaper, on HHA's website, in the HHA office, on the town of Hudson's website, and with MassNAHRO. We have received a handful of resumes and intend to start scheduling interviews in the next week or so.

The MassNAHRO fall conference is scheduled to be held in Natick, MA on December 3-4, 2018. Director Beaulieu asked any commissioners interested in attending the conference to please let her know as soon as possible so that she can get them registered.

The Site Improvement project at Norma Oliver Village has been completed, including Change Order #1.

Progress on repairs to Brigham Circle unit 12-3 that was damaged in a car crash several months ago continues and is nearing completion. Electrical needs to be signed off on the final inspection, and carpet needs to be installed. The unit should be ready for lease-up in the next few weeks.

The drainage project at Brigham Circle Buildings 2-3, FISH#141059, has been reassigned from RCAT to DHCD lead.

The Norma Oliver Village insulation project is ongoing. Two apartments were insulated so far, but because the weather has gotten colder, the contractor cannot continue with more units until the spring when the weather is warmer.

The Brigham Circle 667-1 window project, FISH #141056 has started the design phase. An architect has been assigned and will be coming into the HHA office to obtain blueprints for the buildings and view the existing windows next week.

The 689 Flooring Replacement project FISH #141060 for FY19 at 49 Washington Street has not yet started. Scheduling has begun with RCAT to plan an initial walk-through of the property to pinpoint which floors may need to be replaced.

Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the annual clothing allowance payment for two full-time maintenance staff members, Rheal Leger and Jon Orkiseski, in the amount of \$500.00 each.

The Admissions and Continued Occupancy policy for the federal public housing program requires an update to include new HUD regulation regarding income limits in federal public housing. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the amended Admissions and Continued Occupancy Policy, as presented.

The Reasonable Accommodation policy needs to be updated. The changes are as follows: 1) To eliminate the need for documentation in simple routine request where obtaining verification would be unnecessary where the need is obvious. (ie grab bars) 2) To clarify that verification of disability should come from a reliable source with sufficient personal and professional knowledge to make verification 3) To include mandatory state required notice and form and 4) To include a Service/Assistance Animal Policy to clarify the laws and obligations surrounding the approval and keeping of said animals. An Agreement has been created to advise families with approved Service/Assistance Animals of their legal obligations with regards to the care and keeping of such animals. Upon a motion by Joseph Leandres, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the amended Reasonable Accommodation Policy, as presented.

A second meeting is required this month for final FY2019 budget review. The meeting will be held on Thursday, November 15, 2018 at 6:30 p.m.

Commissioner Lourens reported that she initiated a conversation with the town of Hudson in an effort to get the HHA on the list of recipients for the right of first refusal on town property, before the property goes to auction. Progress is slow, but she intends to continue this effort.

Chairman Davis declared that today's meeting requires an executive session 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 8:45 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, not to reconvene in public session.

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

Respectfully submitted,



Jaclyn A. Beaulieu
Secretary

