

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:35 p.m.

Members Present: Glenn Davis, Joseph Leandres, Anne Marie Lourens, Ethan Mikula
Members Absent: Mary Lou McKeone
Others Present: Jaclyn A. Beaulieu (Executive Director), Denise Cataldo (CPA), Dennis Murphy, Esq. (HHA Atty.), Helen Deangelis (HHA resident), Lillian MacNeil (HHA resident)

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

Budget Comparatives 10/01/2018 through 11/30/2018 were reviewed by the Board. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Budget Comparatives as presented.

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

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

DHCD approved HHA's operating budget for FY2019, as submitted, on December 18, 2018. We are now authorized to implement all approved expenditures as of the start of the fiscal year, 10/1/2018.

The Program Administrator position has been filled. Several interviews were conducted, and candidate Madison Waterman was hired with a start date of December 10, 2018. Her first few weeks have gone well so far, and we are all happy to have her on board.

Our second annual Performance Management Review by DHCD has begun for FY2018. This year's PMR is a planning year and results will not be published. The site visit is scheduled for this coming Monday, January 7, 2019. DHCD staff will be on site at HHA to review maintenance procedures including, but not limited to, annual inspections, work orders, and preventative maintenance. We have already received the results of our "desk audit," which had all very positive results, aside from the Budget to Actual Variance category. This particular result was expected, as we underspent our Extraordinary Maintenance budget line item and were unable to file a budget revision before the deadline due to DHCD's extreme tardiness in approving the original budget.

Construction and Service Contract updates were discussed.

The drainage project at Brigham Circle Buildings 2-3, FISH#141059, was reassigned again back to RCAT. Because the project has been back and forth between DHCD and RCAT lead, the project timeline has been pushed back from our original hope of having it done before winter. RCAT is pushing for procurement in late winter/early

spring for construction in spring as soon as the ground thaws.

The Brigham Circle 667-1 window project, FISH #141056 is still in the design phase with the architect.

The 689 Flooring Replacement project FISH #141060 for FY19 at 49 Washington Street is still in the planning phase. Asbestos testing conducted at the property resulted in a positive test, in particular only in the mastic underneath the first layer of flooring. As such, we are reevaluating what direction we may take with this project, as asbestos abatement would require tenants to vacate the property for a few days, which may be unrealistic with the particular tenants living in the property. We are working with Seven Hills Foundation and RCAT to come up with a new plan.

The General Cleaning contract for Norma Oliver Village common areas and the HHA office bid closed on December 14, 2018. There were four (4) total bids. Low bidder was Gorilla Contracting Corp with a bid of \$21,000.00 annually. Director Beaulieu has reviewed five (5) references; all references came back positive. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to award the General Cleaning Services contract for Norma Oliver Village common areas and the HHA offices to Gorilla Contracting Corp. with a base bid of \$21,000.00 annually, for contract length of one (1) year with an option to renew for two (2) more years, and to appoint Director Jaclyn Beaulieu as Contract Officer and Glenn Davis as alternate Contract Officer.

The annual meeting for 8 Irving Street was conducted in December; Advocates, Inc. has agreed to the proposed rent increase of 2.8% to match the Social Security COLA for 2019. The contract is now in process of being signed by all required parties. The annual meeting for 49 Washington Street has been re-scheduled for January 4, 2019.

Director Beaulieu reminded Commissioners of the email she received on December 5, 2018 from DHCD reminding all Commissioners of their responsibility to complete the mandatory online board member training no later than January 31, 2019.

Chairman Davis told the Board that he recently contacted the town of Hudson DPW about the possibility of the DPW helping to pre-treat the roadways at HHA properties during inclement weather. He is still waiting on a final response.

The boilers and air makeup units at Norma Oliver Village need annual maintenance. HHA Maintenance Supervisor Ray Leger sought quotes for the job from three (3) contractors. Supervisor Leger recommends contracting with Control Point Mechanical based on the responses he received from his seeking of three quotes. Upon a motion by Chairman Glenn Davis, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to award the annual boiler maintenance contract for Norma Oliver Village to Control Point Mechanical in the sum of \$11,375.00.

The intercom system at Brigham Circle is original to construction in the 1960's and 1970's. Our longtime repair company has reported that replacement parts to the system will no longer be available. We will have to start looking at feasible options for the intercom system going forward.

Director Beaulieu readdressed the ongoing issue with needed ceiling repair in several units at Brigham Circle. Due to faulty installation when the buildings were built, many units are suffering from peeling and flaking ceiling material. This problem is not easily addressed unless the unit is vacant. We will continue to monitor options for fixing these ceilings and doing administrative transfers, where available and necessary, to address the issue.

Executive Session: Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to enter into executive session at 8:03 p.m., 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 upon the completion of discussion of executive session matters.

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

Respectfully submitted,



Jaclyn A. Beaulieu
Secretary

