

**Regular Meeting**

**February 7, 2019**

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:34 p.m.

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

Upon a motion by Joseph Leandres, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the minutes of the January 3, 2019 regular meeting.

Upon a motion by Joseph Leandres, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the minutes of the January 3, 2019 Executive Session meeting.

Budget Comparatives 10/01/2018 through 12/31/2018 were reviewed by the Board. 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 January 2019. Upon a motion by Joseph Leandres, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the Accounts Payable for January 2019.

The Warrant to Transfer Funds for January 2019, Payroll Warrants for January 2019, and the Housing Assistance Payments warrant for February 2019 were reviewed by the Board.

The on-site portion of the Performance Management Review (PMR) by DHCD was conducted on 2/4/19. Feedback from DHCD was positive. Our “desk review” portion was excellent, and DHCD thanked HHA for our hard work. The on-site portion of maintenance processes also went well, and resulted in some feedback regarding contact our software vendor for updates to some of the reports they produce.

Construction and Service Contract updates were discussed.

The drainage project at Brigham Circle Buildings 2-3, FISH#141059 is still in the design phase. A meeting was recently held with HHA, RCAT and designer/architect to discuss options for regrading sidewalks in the area of construction. We are waiting on new drawings as a result of that meeting.

The Brigham Circle 667-1 window project, FISH #141056 has completed 100% CD submission by the architect and is currently awaiting DHCD approval to move forward.

The plan for the 689 Flooring Replacement project FISH #141060 at 49 Washington Street has been updated by joint decision between HHA, RCAT and Seven Hills Foundation due to the asbestos finding in the subflooring. Instead of replacing flooring, we are going to cover existing flooring in the two rooms with missing floor tiles, and will redirect the remaining funds for a porch project in the spring to repair and update the front porch.

The Norma Oliver Village capital fund (CFP 2018) totals \$169,535. These funds have been earmarked for a roofing replacement project. A meeting with the architect has been set for later this month to discuss initial plans to begin the design phase.





The contract with Gorilla Contracting Corp for the General Cleaning services contract was signed and began services on 2/1/19.

DHCD issued a notice to HHA that we have been awarded formula funding totaling \$172,665 for FY2022. Further guidance on acceptance is forthcoming.

HHA currently does not have a part-time maintenance employee. Director Beaulieu is in talks with Maintenance Supervisor, Ray Leger, on plans going forward with this position.

Director Beaulieu updated commissioners on DHCD's state waiting list (CHAMP) rollout. The online waiting lists of each housing authority were merged on 12/20/18 to create one list. However, the merge resulted in an excessive workload dropped on the housing authorities to process all of the newly "self-declared" priority case statuses before standard applicants could be accessed to fill vacant units. This resulted in HHA having a unit vacant for more than the DHCD-allowed 30 days, and may result in vacancy fees. Housing Authorities are currently in talks with DHCD for a waiver on vacancies during this time of transition until housing authorities have the time to process the new CHAMP waitlist.

HHA has been doing quarterly common-area fire alarm inspections for many years. After some discussion between Director Beaulieu, Maintenance Supervisor Ray Leger, and the Hudson Fire Department, it appears there is no requirement to continue this practice. DHCD guidelines state that annual inspections are required. The Hudson Fire Department has reported that we are required to maintain minimum state guidelines. Therefore, we see no reason to continue with quarterly inspections. Transitioning to annual inspections will quite a bit of money. All commissioners in agreeance that this sounds like a good plan. Commissioner Leandres requested HHA try to seek something in writing from the Hudson Fire Department stating that they have no town requirement for quarterly inspections. Director Beaulieu will try to obtain this.

DHCD released updated news from DHCD that the deadline for all Commissioners to complete the mandatory online board member training has been pushed back to 3/31/19.

Cameras have been installed outdoors at Norma Oliver Village to capture the entrances/exits of each building and the parking lots.

Visitor parking signs have been installed in the lower back parking lot at Norma Oliver Village to encourage visitors not to park in spots close to the buildings that many of our residents need.

Milne, Shaw, and Robillard, PC (HHA fee accountants) have re-distributed some of their clients between principal accountants. HHA has been reassigned from Jenna Milne to Dan Robillard.

Director Beaulieu is expecting to begin her medical leave mid-April. After a discussion between Director Beaulieu and Chairman Davis, the proposed plan is as follows: Director Beaulieu plans to take 8 weeks (of the maximum 12 weeks) of unpaid leave, per FMLA guidelines. She proposes spending the next 4 weeks working from home, and will tentatively be back in the office full-time mid-July. During her leave, Director Beaulieu will monitor emails and maintain deadlines for reporting to HUD and DHCD. She will also be available on an on-call basis to her staff. All in agreeance that this plan sounds acceptable.

Upcoming Board meetings for HHA were discussed. Director Beaulieu has requested that the March 2019 meeting be moved to the second Thursday in March; she will contact each commissioner to determine if they are available and willing to make the change. The regular April meeting is scheduled for 4/4/19. Pending anything emergent, there will be no May 2019 meeting while Director Beaulieu is on leave. June 2019 meeting will be



scheduled at a later date.

Commissioner Leandres presented a letter that he received mailed to his home address. The letter is from an anonymous writer, addressing the issue of a damaged vehicle in the Brigham Circle parking lot. Director Beaulieu is aware of this vehicle and is working with the vehicle's owner to have it removed.

Executive Session: Chairman Davis declared that today's meeting requires an Executive Session. Upon a motion by Joseph Leandres, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY by roll call to enter into executive session at 7:42 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
	Mary Lou McKeone:	Yay
	Glenn Davis:	Yay

Respectfully submitted,



Jaclyn A. Beaulieu  
Secretary

