

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:41 p.m.

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

Upon a motion by Mary Lou McKeone, duly seconded by Glenn Davis, the Board voted UNANIMOUSLY to approve the minutes of the February 7, 2019 regular meeting.

Upon a motion by Mary Lou McKeone, duly seconded by Glenn Davis, the Board voted UNANIMOUSLY to approve the minutes of the February 7, 2019 Executive Session meeting.

Budget Comparatives 10/01/2018 through 01/31/2019 were reviewed by the Board. Upon a motion by Ethan Mikula, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the Budget Comparatives as presented.

Commissioners reviewed the Accounts Payable report for February 2019. Upon a motion by Mary Lou McKeone, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the Accounts Payable for February 2019.

The Warrant to Transfer Funds for February 2019 and Payroll Warrants for February 2019 were reviewed by the Board. March 2019 HAP warrant will be reviewed at our next meeting; we are still waiting on one bill to be finalized to complete the warrant.

The Performance Management Review (PMR) is complete. It was another planning year; next year's PMR is scheduled to be published. The desk review results were excellent – no findings except a budget to actual variance that has since been announced by DHCD as no longer being part of the PMR criteria. The facilities review of the PMR resulted in feedback on needing the capability to pull different reports from our software vendor; Director Beaulieu to touch base with software vendor to determine if creating these reports is possible.

An Amendment #8 to HHA's Contract for Financial Assistance (CFA) for Work Plan 5001 in the amount of \$337,170.90 is required to be signed by the Chairman, Glenn Davis. This amendment funds the FY2021 and FY2022 Formula funding award (FISH #141018) along with FISH numbers: 141047, 141049, 141051, and 141053 and extends the contract dates of service from June 30, 2020 to June 30, 2022. The following resolution was introduced by Chairman, Glenn Davis, read in full and considered: RESOLUTION AUTHORIZING CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN FOR DEVELOPMENT NO. 5001 FOR HOUSING PROGRAM 167-1, 667-1, 667-2, 689-1. NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE Hudson Housing Authority, AS FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Hudson Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of the Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall take effect immediately. Ethan Mikula moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Mary Lou McKeone, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes 3 Nays 0

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chairman Davis read in full and considered:

To adopt the 2019 revised income limits for admission to state-aided public housing and participation in the Alternative Housing Voucher Program (AHVP) which were effective March 1, 2019, per Public Housing Notice 2019-04 as follows:

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$56,800	\$64,900	\$73,000	81,100	87,600	\$94,100	\$100,600	\$107,100

Ethan Mikula moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Mary Lou McKeone. Upon roll call the "Ayes" and "Nays" were as follows: Ayes 3 Nays 0

The Chairman thereupon declared said motion carried and said resolution adopted.

Brigham Circle annual recertifications are complete and were effective March 1, 2019. The recertifications resulted in a total net increase in monthly tenant accounts receivables of \$2,044.00.

Construction and Service Contract updates were discussed.

The drainage project at Brigham Circle Buildings 2-3, FISH#141059 is going out to bid in the next few weeks. Final drawings were just submitted by the designer to HHA and RCAT and are currently under review.

The Brigham Circle 667-1 window project, FISH #141056 is currently out to bid. The walk through on this project was last Wednesday, 2/6/19. General bid opening is scheduled for 3/29/19. The construction budget does not allow for all 6 buildings to be completed, as originally planned. We are able to do 3 buildings and have chosen buildings 1, 2 and 3. Director Beaulieu expects to have a final recommendation for a contract to be reviewed by the Board at the 4/4/19 meeting.

The 689 Flooring Replacement project FISH #141060 at 49 Washington Street has been completed at less than \$5,000.00. We are working on re-allocating the remainder of the project's original budget to a porch repair project at the same property.

The Norma Oliver Village capital fund (CFP 2018) totaling \$169,535 is being used for roof replacement. Initial construction costs projects are pointing toward enough funds to do about 2 1/3 buildings. All in agreeance that we should push the scope to 3 buildings and pay the difference out of the operating fund. Director Beaulieu to bring this information to the designer for further cost estimating. The goal is to go out to bid in July 2019 for

construction in September 2019.

Our current General Painting and Upon Apartment Turnover contract is due to expire at the end of April – it is a 1-year contract. This contract is currently out to bid with a bid opening date of 3/18/19.

Director Beaulieu updated commissioners on DHCD’s state waiting list (CHAMP) rollout. DHCD has given HA’s notice that there is now a new vacancy waiver available for CHAMP issues. Director Beaulieu applied for this waiver for the previous vacant unit that was vacant more than the allotted 30 days. The waiver was approved.

Director Beaulieu reminded commissioners that the deadline for the DHCD mandatory online board member training is 3/31/19. To date, there is one commissioner that has still not completed the training.

HHA’s FY19 independent audit took place this week. We are currently waiting on the draft results.

HHA’s longtime maintenance supervisor, Rheel Leger, has given notice that he will be leaving HHA for employment elsewhere. Director Beaulieu is coordinating with Mr. Leger on his last day of work and logistics of turning over any HHA credentials and HHA-issued property. Although we are saddened to lose Mr. Leger as an employee of many years, we wish him well on his future endeavors.

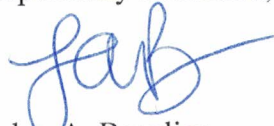
Current maintenance employee, Jon Orkiseski, has been offered a promotion to Maintenance Supervisor based on his excellent credentials, exemplary performance, and commitment to the Agency, and has accepted the role. He will transfer to his new role upon Mr. Leger’s departure. His current position of Maintenance Laborer has been advertised in both local and industry venues as a vacant position at HHA. We are currently accepting resumes for this position.

Director Beaulieu presented the Executive Office of Labor and Workforce Development minimum wage rates to be paid for the maintenance positions effective April 1, 2019 through March 31, 2020. Rates were issued for Maintenance Mechanic I at \$30.90/hr. and Custodian/Laborer at \$25.57/hr. Upon a motion by Ethan Mikula, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the wage rates established by the Executive Office of Labor and Workforce Development effective April 1, 2019 through March 31, 2020.

Executive Session: Chairman Davis declared that today’s meeting requires an Executive Session. Upon a motion by Mary Lou McKeone, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY by roll call to enter into executive session at 7:50 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:	Ethan Mikula:	Yay
	Mary Lou McKeone:	Yay
	Glenn Davis:	Yay

Respectfully submitted,



Jaclyn A. Beaulieu
Secretary

