

Regular Meeting

April 4, 2019

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, Ethan Mikula, Mary Lou McKeone, Anne Marie Lourens, Joseph Leandres
Members Absent: None
Others Present: Jaclyn A. Beaulieu

Upon a motion by Mary Lou McKeone, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the minutes of the March 14, 2019 regular meeting.

Upon a motion by Mary Lou McKeone, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the minutes of the March 14, 2019 Executive Session meeting.

Budget Comparatives 10/01/2018 through 02/28/2019 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 March 2019. Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to approve the Accounts Payable for March 2019.

The Warrant to Transfer Funds for March 2019, Payroll Warrants for March 2019, and HAP Warrants for March 2019 and April 2019 were reviewed by the Board.

HUD has completed their review of the FY19 FMRs for the Boston-Cambridge-Quincy, MA HUD Metro FMR Area and released updated FMRs, effective April 15, 2019. The Board was presented the new 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 Anne Marie Lourens, duly seconded by Ethan Mikula, 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 95% of the FY 2019 FMR, effective May 1, 2019.

Bedroom Size	0	1	2	3	4	5
Fair Market Rent	\$1608	\$1801	\$2194	\$2749	\$2966	\$3410
Payment Standard	\$1527	\$1710	\$2084	\$2611	\$2817	\$3239

Commissioners reviewed the Capital Improvement Plan 2020 through 2024 for 667-C, 689-1, and 167-1. A meeting with the residents was conducted on 4/2/2019 and a meeting with the group homes was conducted on 12/5/2018 to review the plan and take comments. Upon a motion by Joseph Leandres, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Capital Improvement Plan 2020 through 2024 as presented, and to submit to DHCD for approval.

HHA has been accepting resumes for the vacant Maintenance Laborer position recently vacated upon Jon Orkiseski's promotion to Maintenance Supervisor. Interviews were held last Friday, and a conditional offer has been made to one applicant. If all required screenings are completed to HHA's satisfaction, we should have a new maintenance employee by the end of the current month.

Director Beaulieu explained the concerning status of the current maintenance Bobcat and tractor. Both are extremely old and, although currently functional, are on the verge of breaking past the point of repair any time now. The Bobcat was purchased second-hand over 20 years ago, and requires approximately \$1000/year to keep it running. It is primarily used for its front end loader for sand and salt, as well as snow removal. A new Bobcat would cost approximately \$50,000, but a high quality used one could potentially be purchased for under \$10,000. The tractor is more than 14 years old, and is reportedly currently being held together by duct tape. It is used for both snow removal, as well as landscaping and grass cutting. A new tractor would most likely cost between \$20-25,000 with most of the required attachments included.

After some discussion, all Commissioners agreed that both pieces of equipment should be replaced soon. Director Beaulieu should seek some real pricing on options to replace both the Bobcat and tractor and report back with her findings.

Construction and Service Contract updates were discussed.

667-1 (Brigham Circle) Drainage FISH #141059 is currently out to bid. Bid opening is scheduled for 04/10/19. After discussion with RCAT Project Manager Jeff Baxter and RCAT Northeast Director Kirk Fulton, it is in HHA's best interest to pre-approve the contract at today's meeting before the bid closes next week due to a scheduling conflict with FISH #141056 (windows) that is also going into construction in the same area of the property. Commissioners reviewed a document prepared by RCAT with information on the project and discussed with Director Beaulieu what we can realistically expect bid values to come back at based on current estimates by the designer and the fact that the project now also involves updating walkways. Upon a motion by Joseph Leandres, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the execution of a contract with the lowest responsive bidder on Hudson Housing Authority Site Drainage Work for Brigham Circle 667-1 FISH #141059 at a not to exceed value of \$65,000, and designates Chairman Glenn R. Davis as contract officer, and Executive Director Jaclyn A. Beaulieu as alternate contract officer.

Commissioners reviewed the Tabulation of General Bids for 667-1 (Brigham Circle) Windows & Trim Phase I project, FISH #141056. After approval of the bids by DHCD and discussion of the cost of the three listed alternates (Alternate No. 01, Alternate No. 01, Alternate No. 03) with HHA's DHCD Asset Manager, HHA has been authorized by DHCD to accept all three alternates on the project, as funding for all three is available per DHCD. Director Beaulieu determined that it is in HHA's best interest to accept all three alternates and thus complete all six of the originally-scoped buildings. Apparent low bidder is L&H Construction, Inc. Designer and architect, Gorman Richardson Lewis Architects, performed reference checks on L&H Construction, Inc. and reported that they have no objection to HHA considering award of the contract to L&H Construction, Inc. Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY based on the recommendation of Gorman Richardson Lewis Architects to award the 667-1 (Brigham Circle) Windows & Trim Phase I project, FISH #141056, to L&H Construction, Inc., in the amount of \$257,151.00, including Alternate No. 01, Alternate No. 02, and Alternate No. 03, and to assign Executive Director, Jaclyn A. Beaulieu as Contract Officer, and Chairman, Glenn Davis, as secondary Contract Officer.

Commissioners reviewed the Tabulation of General Bids for the 1-year General Painting and Upon Apartment Turnover contract. Apparent low bidder is Gorilla Contracting Corp. Director Beaulieu performed reference checks on three references provided by Gorilla Contracting Corp. All three references resulted in positive reviews for work by Gorilla Contracting Corp and a willingness to work with this contractor again. Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY to award the 1-year General Painting and Upon Apartment Turnover contract for Brigham Circle and Norma Oliver Village to Gorilla Contracting Corp. at the estimated base bid of \$9,050.00 for one year, at a rate of \$320 per unit at Brigham Circle and \$425 per unit at Norma Oliver Village, on an as-needed basis, and to assign Executive Director Jaclyn

Beaulieu as Contract Officer, and Chairman Glenn Davis as secondary Contract Officer.

The Norma Oliver Village capital fund (CFP 2018) totaling \$169,535 is being used for roof replacement. Operating funds will be used to cover any difference between CFP 2018 value and total of project to complete a total of three roof replacements. Architect Andrew Brockway is still working on the design documents.

All five commissioners reported that they have completed the DHCD mandatory online board member training.

The Board was presented with the proposed flat rent for MA091-1 Norma Oliver Village 1-BR units based on the proposed PMS of a 1-BR unit in Hudson, MA. Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to establish the flat rent for the 1-BR units at MA091-1 Norma Oliver Village at \$1710, effective September 1, 2019.

Executive Session: Chairman Davis declared that today's meeting requires an Executive Session. Upon a motion by Ethan Mikula, duly seconded by Joseph Leandres, the Board voted UNANIMOUSLY by roll call to enter into executive session at 8:12 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, 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
	Joseph Leandres:	Yay
	Anne Marie Lourens:	Yay
	Glenn Davis:	Yay

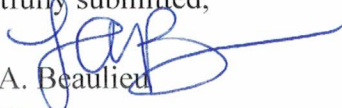
Upon a motion by Joseph Leandres, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY by roll call to end executive session and return to open session at 8:15 p.m.

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

Chairman Davis reminded the Board that tonight's meeting is scheduled to be the last meeting as a Board member for Commissioner Joseph Leandres. Commissioner Leandres did not pull papers to re-run for his seat on the Board after serving on the Hudson Housing Authority Board of Directors since 1975. Having served for the past forty-four years, Commissioner Leandres is the longest serving elected official in the town of Hudson, MA. Chairman Davis, along with Commissioners Lourens, Mikula and McKeone, thanked Commissioner Leandres for both his impressive tenure serving the town of Hudson and for his unwavering commitment to the Hudson Housing Authority. All in attendance wished Commissioner Leandres well in his future endeavors.

Upon a motion by Joseph Leandres, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to adjourn at 8:29 p.m.

Respectfully submitted,


Jaclyn A. Beaulieu
Secretary

