

Regular Meeting

July 11, 2019

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:30 p.m.

Members Present: Glenn Davis, Anne Marie Lourens, Bryan Johannes, Ethan Mikula, Mary Lou McKeone
Members Absent: None
Others Present: Jaclyn A. Beaulieu

Upon a motion by Bryan Johannes, duly seconded by Glenn Davis, the Board voted UNANIMOUSLY to approve the minutes of the June 6, 2019 regular meeting.

Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the minutes of the June 6, 2019 Executive Session meeting.

Budget Comparatives 10/01/2018 through 5/31/2019 were reviewed by the Board. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the Budget Comparatives as presented.

Commissioners reviewed the Accounts Payable reports for June 2019. Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Accounts Payable for June 2019.

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

After nominations took place, upon a motion by Glenn Davis, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to accept the following slate of Officers for FY2019 – 2020:

Glenn Davis:	Chairman
Anne Marie Lourens:	Vice Chairman
Bryan Johannes:	Treasurer
Ethan Mikula:	Commissioner
Mary Lou McKeone:	Commissioner

Discussion took place regarding the HUD Annual Plan. Commissioners reviewed the comments made at the Resident Advisory Board meeting and Public Hearing that took place on June 27, 2019. All of the Capital Fund Program funding for FY2019 and FY2020 are slated to be used for a site-wide roof replacement project. This will include all six (6) tenant buildings and the community center at Norma Oliver Village. The following items were discussed in addition to already planned items: ongoing replacement of appliances on an as needed basis; site-wide replacement of stoves and refrigerators; handicapped unit upgrades. Future items to consider include: Emergency pull cords updates and/or replacement; Installation of visitor parking signs and speed limit signs around the complex; Installation of more pronounced building number signs on the exterior of buildings; Kitchen upgrades; Adding a roof to the pergola in the seating area by building 4. The Housing Authority will consider these items in the absence of other items which may be deemed health and safety issues, and as resources become available. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the HUD Annual Plan.

The annual meeting at Norma Oliver Village also resulted in discussion with residents over several topics that many residents are unsatisfied with. After discussion with residents and HHA staff, Director Beaulieu has identified the following items as needing to be addressed:

- (1) Resident frustration with not being able to reach HHA admin staff on the telephone, specifically in relation to work order requests. In response, Director Beaulieu has reassigned Leased Housing Program Administrator Madison Waterman as primary work order request contact person, instead of Housing Manager Bob Milne. Madison will be answering the work order telephone extension, and offering residents their work order numbers so that they can track their requests.
- (2) Resident displeasure over not being notified of the new maintenance staff person, and confusion over work order request categories. In response, Director Beaulieu apologized to residents for not introducing the new maintenance staff person sooner; Director Beaulieu had been out on leave at the time he started at HHA. A maintenance staff introduction and Emergency Work Order definition list has been created and will be distributed to all HHA residents forthwith.
- (3) Resident displeasure with the outside water spigots remaining shut off. In response, Director Beaulieu suggested to the Board of Commissioners to turn on the water spigots for a trial period. The water has been shut off due to violations of the Town of Hudson water conservation status; as long as residents at Norma Oliver Village abide by the Town's water conservation status, the water will remain on. Commissioners in agreement.
- (4) Resident frustration with lack of communication with the Director. In response, Director Beaulieu will be holding monthly meetings with Norma Oliver Village residents to discuss ongoing projects, updates from HHA admin offices and maintenance staff, and take resident feedback, comments and concerns. The first meeting is scheduled for July 25, 2019.
- (5) Director Beaulieu has prepared a seasonal newsletter for Norma Oliver Village to keep residents up-to-date on HHA news. The first newsletter is going out this week.

Annual apartment inspections are ongoing at Norma Oliver village. This year, inspections are being done to mirror the new criteria and procedures for HUD's REAC inspections that were a result of updates to the UPCS protocol. Major changes include: less notification to the PHA of when the inspections will occur; adding non-dwelling buildings that have at least one utility to inspectable buildings; inspecting the grounds and areas outside; inspecting utility rooms; new height requirement for emergency pull cords. These changes have resulted in several expected deficiencies in REAC scoring, and as such, we are working to correct all expected deficiencies. We have identified all items that would incur big point losses in a REAC inspection, and those items are being prioritized. Director Beaulieu has approved HHA maintenance supervisor Jon Orkiseski and maintenance staff Peter Wolochowicz to use overtime pay for working on these items. Additionally, we are using contractors for tree removal and trimming, and some landscaping work. After soliciting three bids on tree work, Director Beaulieu has approved Hailey Tree to perform the tree removal and trimming as the lowest responsive bidder. Director Beaulieu will keep the Board updated with progress.

MA091-1 Roof Replacement Project:

We have decided to use the capital funds from both CFP 2018 and CFP 2019 to complete all six (6) dwelling building roofs plus the community center in one project this year. The goal is to go out to bid in August 2019 for fall construction, and to finish the project before winter. Architect Andrew Brockway has submitted an updated fee proposal in the sum of \$12,500.00 to HHA for architectural services on the roof replacement project. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to approve the contract with Andrew M. Brockway for architectural services on the Norma Oliver Village roof replacement project in the sum of \$12,500.00, and to set Director Jaclyn Beaulieu as contract officer, and Chairman Glenn Davis as alternate contract officer.

667-1 Brigham Circle Drainage Project (FISH #141059)

The 667-1 (Brigham Circle) Drainage project (FISH #141059) has reached 95% completion. The project is mostly complete, however, a punch list is being created of items that need to be re-addressed. The main concern is that although water is no longer entering the buildings, water is pooling on the walkway outside of Building 2; the contractor is working with the engineer to determine the best solution.

667-1 Brigham Circle Window Replacement Project (FISH #141056)

Mockup installation has taken place, and we are currently still waiting on the windows to come in. They are expected to come in any time now. Current estimate is construction starting early August.

Director Beaulieu informed the Board that she is working on updating HHA bank account signatories.

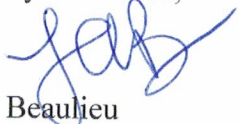
Commissioner McKeone informed the Board that she has reached out to Senator Jamie Eldridge's office in hopes of finding additional funding for HHA. Jamie Eldridge is currently scheduled to tour HHA properties on Friday, September 13, 2019 with Director Beaulieu.

Executive Session: Chairman Davis declared that today's meeting requires an Executive Session. Upon a motion by Ethan Mikula, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY by roll call to enter into executive session at 8:24 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
	Bryan Johannes:	Yay
	Anne Marie Lourens:	Yay
	Glenn Davis:	Yay

Upon a motion by Glenn Davis, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to adjourn at 8:27 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu
Secretary

