

Regular Meeting

August 15, 2019

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:38 p.m.

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

Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the minutes of the July 11, 2019 regular meeting.

Upon a motion by Bryan Johannes, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the minutes of the July 11, 2019 Executive Session meeting.

Budget Comparatives 10/01/2018 through 6/30/2019 were reviewed by the Board. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to approve the Budget Comparatives as presented.

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

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

The HUD Single Audit and DHCD Agreed Upon Procedures Audit (AUP) results for FYE 9/30/2018 were reviewed by the Board. No material weaknesses were identified in the financial statements or within major federal programs operating within the Hudson Housing Authority. One significant deficiency was identified in the Section 8 Housing Choice Voucher Program. The deficiency is listed as the following: The Authority did not adequately document the related universes, samples, and sample methodology for the following indicators: Reasonable Rent (Indicator 2) and HQS Quality Control Inspections (Indicator 5). No other weaknesses, deficiencies, or comments were noted in the Audit.

As a result of the SEMAP deficiency, HUD has lowered the SEMAP score for FY18 from 100 to 81 percent, redesignating the HHA from High Performer to Standard Performer. HHA has already responded to HUD, as required. Director Beaulieu is working with Program Administrator, Madison, on updating our SEMAP criteria and worksheets to resolve the problem for this year's SEMAP submission.

A revision of the Section 8 Administrative Plan is required to update language in two sections of the Plan: 1) VII. Section 8 Centralized Waiting List Procedures and 2) XX. Method for Determining Rent Reasonableness. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to adopt the Section 8 Administrative Plan, as presented.

Director Beaulieu updated the Board on the Norma Oliver Village REAC inspection preparation. HHA maintenance team has been working hard to correct all expected deficiencies, including lengthening the emergency pull cords to the new regulation length. Most items that resulted in expected loss of points have already been addressed. Pull cord lengthening is 1/3 done, and expected to be finished in the next few weeks.

Due to recent changes in commissioners on the HHA Board, Citizens Bank account signatories need to be updated. Commissioners in attendance signed signature pages for update. Director Beaulieu will connect with Commissioner Mikula to obtain his signature.

In response to feedback from residents at the annual tenant meeting in June at Norma Oliver Village, Director Beaulieu held the first monthly tenant meeting titled "Director Chats" at Norma Oliver Village on July 25. The meeting went extremely well; there was a lot of feedback and questions from residents, and Director Beaulieu looks forward to continuing these monthly meetings to keep an open line of communication between residents and the Director.

MA091-1 Roof Replacement Project:

The Norma Oliver Village roof replacement project is officially out to bid, and is being bid solely on Biddocs Online. Estimated construction cost is \$296,000. The bid went live on August 14 in the Central Register. A pre-bid walkthrough is scheduled for August 22. Bids will be accepted on Biddocs Online until 12:00 p.m. on September 4, 2019.

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

Window installation is set to begin next Tuesday, August 20, 2019. The contractor, L&H Construction, Director Beaulieu and HHA maintenance have worked up a tentative schedule that was distributed to all residents in affected units so that they can make note of when to expect construction in and around their unit. A tenant meeting was held this morning to answer any questions and respond to any concerns of the residents. The contractor is very responsive and will be updating HHA daily on progress so that we can notify residents of any and all changes to the construction schedule in a timely manner. Construction is scheduled to last 3-4 weeks.

Change Order 01 and Change Order 02 for the Window Replacement Project were presented to the Board. Change Order 01 is a no cost change order to extend the Construction Completion date to September 30, 2019. Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve Change Order 01 on the 667-1 Brigham Circle Window Replacement Project (FISH#141056). Change Order 02 in the sum of \$8,030.60 adds 8 additional precast concrete sill units for removal and replacement. Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve Change Order 02 in the sum of \$8,030.60 on the 667-1 Brigham Circle Window Replacement Project (FISH#141056).

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

Punch List #3 was presented to the Board. The contractor for the 667-1 (Brigham Circle) Drainage project (FISH #141059) is still working with the engineer to determine the best solution to rectify water that is still ponding on the walkway in front of Building 2. The engineer has recommended the contractor cut back more of the loam and swale to direct the stormwater to the subsurface drainage pipe. If this does not remedy the problem, it was briefly discussed that an area drain connected to the new drainage pipe may be needed. We are waiting on the next rainfall event to determine if cutting back the loam and swale will work.

Commissioner McKeone presented some materials from recent trainings she attended as Commissioner. She is working on obtaining updated board member handbooks from MassNAHRO to use as an informative resource for the HHA board. She will be attending more trainings in the upcoming weeks, and hopes that she is able to bring much of her training knowledge back to the Board. Commissioner McKeone is also in the process of trying to create a Resident Council at Norma Oliver Village and will report back on progress.

Commissioner McKeone also expressed interests in reviewing the HHA's bylaws. Director Beaulieu will add a review of the bylaws to the September meeting agenda.

FY20 budget guidelines have not yet been published by DHCD. Director Beaulieu suggested Commissioners start thinking about budget "wish list" items and report back to her as soon as possible. Chairman Davis would like HHA to look into increasing the supply of security cameras around HHA. Director Beaulieu to look into feasibility.

A discussion took place regarding the idea of mirroring the Assabet Valley Affordable Housing trust board to the current HHA board. Currently, the AVAH has its own Board of Directors; however, it would be much easier to manage the trust if the Board of Directors was current HHA commissioners. All HHA commissioners in attendance agreed with this thought; Director Beaulieu will look over the bylaws for AVAH and possibly reach out for legal counsel to determine if this change is possible.

Director Beaulieu informed commissioners that HHA Housing Manager, Bob Milne, has completed the Nan McKay Public Housing Manager (PHM) course. Commissioners congratulated Mr. Milne on his accomplishment.

Executive Session: Chairman Davis declared that today's meeting requires an Executive Session. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY by roll call to enter into executive session at 8:26 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:	Mary Lou McKeone:	Yay
	Bryan Johannes:	Yay
	Anne Marie Lourens:	Yay
	Glenn Davis:	Yay

Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to adjourn at 8:40 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu
Secretary

