

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:44 p.m.

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

Upon a motion by Bryan Johannes, duly seconded by Mary Lou McKeone, the Board voted 4-0-1 to approve the minutes of the August 15, 2019 regular meeting. Ethan Mikula abstained as he was not present at the August 15, 2019 meeting.

Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted 3-0-2 to approve the minutes of the July 11, 2019 Executive Session meeting. Ethan Mikula and Bryan Johannes abstained.

Budget Comparatives 10/01/2018 through 7/31/2019 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 August 2019. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Accounts Payable for August 2019.

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

Director Beaulieu presented her final draft of the DHCD Mandatory Maintenance Plan for review by the Board. The plan includes two sections: 1) Maintenance Plan Summary and 2) Maintenance Schedule and Checklist. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the board voted UNANIMOUSLY to adopt the Hudson Housing Authority / DHCD Mandatory Maintenance Plan, as presented.

The Board reviewed a proposed HHA Deferred Maintenance Policy. HHA is already utilizing deferred maintenance in our work order system, and has a current and frequently-reviewed deferred maintenance plan. This Policy is being presented in an effort to update HHA policies. Discussion took place regarding current deferred maintenance procedures, and how they are presented in the proposed Policy. Director Beaulieu explained that most deferred maintenance items currently on the list are peeling ceiling paint; this item has been reviewed several times by HHA maintenance and RCAT, and is currently being addressed at unit turnover. Upon a motion by Bryan Johannes, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the Deferred Maintenance Policy, as presented.

The Board was presented the HUD published FY 2020 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 Bryan Johannes, 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 2020 FMR, effective October 1, 2019.

Bedroom Size	0	1	2	3	4	5
Fair Market Rent	\$1715	\$1900	\$2311	\$2880	\$3131	\$3600
Payment Standard	\$1629	\$1805	\$2195	\$2736	\$2974	\$3420

The Board was presented the HUD published FY 2020 FMRs and proposed Section 8 Payment Standards for all other HUD FMR areas of Massachusetts. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to establish the Payment Standards for all HUD FMR areas of Massachusetts, EXCEPT the Boston-Cambridge-Quincy, MA HUD Metro FMR Area, at 110% of the respective FY 2020 FMR for each HUD FMR area, effective October 1, 2019.

As requested by Commissioner McKeone at the last meeting, commissioners reviewed the current HHA By-Laws to determine if any updates are required. A few minor updates were discussed, including the time of the annual and regular meetings, and the addition of option for electronic delivery of calls for meetings. Director Beaulieu will make updates, as suggested, and bring revised By-Laws to the October regular meeting for review.

MA091-1 Roof Replacement Project:

Commissioners reviewed the Tabulation of General Bids for the Norma Oliver Village Roof Replacement project. The bids for the Norma Oliver Village roof replacement project were submitted on September 4, 2019. The apparent low bidder is M.D.M. Engineering, Inc. with a bid of \$266,000. The next low bid was \$273,000. The Cost Estimate was \$296,000, so the bid is within the budget. After contacting references provided by M.D.M. for recent similar roofing projects, Architect Andrew Brockway recommends approval of M.D.M. Engineering, Inc. as the successful low bidder for this project. Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY based on the recommendation of Andrew M. Brockway & Associates to award the Norma Oliver Village Roof Replacement project to M.D.M. Engineering, Inc., in the amount of \$266,000.00, and to assign the Executive Director, Jaclyn A. Beaulieu as Contract Officer, and Chairman, Glenn Davis, as secondary Contract Officer.

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

Construction on the Window Replacement Project began on Tuesday, August 20, 2019. Residents have been updated weekly on construction progress; an updated schedule of work has been issued to all affected residents each Friday. As of tomorrow, all units in buildings 1-5 will have windows installed. Next week's schedule is for installation in the Community Center, finishing any remaining hallway window installation, and finishing remaining trim work, paint, and touch-up. We anticipate completion in the next 1-2 weeks.

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

Field Report #5 was issued by the project engineer, Katie Andruchuk of Allen & Major. The prior ponding issue on the walkway has been addressed by the contractor and seems to be working; the area will continue to be observed during rain events. There are still rocks throughout the landscape areas; contractor has been instructed to remove them. Additional grass seed still needs to be added.

HHA Floor Covering Services Contract

An Invitation for Bid (IFB) went live on September 4 in the Central Register and Commbuys for a 1-year HHA Floor Covering Services Contract. The contract will cover all flooring installation at Brigham Circle and Norma Oliver Village, and has an estimated value of \$23,000. A pre-bid walk-thru is scheduled for September 12. Bid open date is set for September 18 at 2:00 p.m.

Chairman Davis reminded the Board that Senator Jamie Eldridge and Representative Kate Hogan are scheduled to visit HHA on Friday, September 13, 2019. Chairman Davis and Commissioner McKeone plan to attend the meeting, along with Director Beaulieu. Discussion took place to determine what topics the Board would like Director Beaulieu to highlight at the meeting. It was determined that Director Beaulieu should tour the group around Brigham Circle to highlight recent construction projects at the development, and to display the current condition of the Brigham Circle Community Center. Topics to address include desperately-needed upgrades to the Community Center, and the concern about safety issues at Brigham Circle as a result of wiring

and electrical issues that were recently discovered.

Commissioner Johannes commented on the safety hazard of the current wiring and electrical boxes at Brigham Circle. There was a recent issue where the wiring to the outlet in a currently-occupied apartment burned inside the wall; the breaker was never tripped at the main electrical box. This is very concerning; Director Beaulieu will start reaching out to DHCD and RCAT to determine if there are any funds to address this issue.

The Hudson Health Department has invited the Board to participate in the Hudson Employee flu clinic; flyers were distributed.

In response to resident interest, Director Beaulieu and Maintenance Supervisor Jon Orkiseski have been looking into the feasibility of installation of a bocce court at Norma Oliver Village for resident use. Initial thoughts are to adjust the boundaries of the community garden between buildings 4 and 5, which should leave enough room for installation of a bocce court. We are hoping to work on this project over the winter for possible action next spring.

Maintenance supervisor Orkiseski has been researching tractors for purchase by Norma Oliver Village, and hopes to have recommendation by October's meeting to vote on a machine for purchase.

Director Beaulieu is still working on disposition of old HHA laundry machines. There is a possible lead for another housing authority looking to purchase used machines.

The FY2020 budget guidelines have still not been issued by DHCD.

Director Beaulieu received a Reasonable Accommodation request from a Norma Oliver Village resident requesting installation of a roll-in-tub. Initial research has determined the cost for this Accommodation will be more than \$5,000, and approval of a contractor will most likely require a Board vote. We have not yet finished obtaining quotes; Director Beaulieu will report back once quotes are obtained.


Commissioner Lourens exited the meeting to attend to some personal business.

Executive Session: Chairman Davis declared that today's meeting requires an Executive Session. Upon a motion by Bryan Johannes, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY by roll call to enter into executive session at 8:48 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
	Ethan Mikula:	Yay
	Glenn Davis:	Yay

Upon a motion by Ethan Mikula, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to adjourn at 8:51 p.m.

Respectfully submitted,


Jaclyn A. Beaulieu
Secretary

