

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:32 p.m.

Members Present: Glenn Davis, Anne Marie Lourens, Bryan Johannes, Mary Lou McKeone  
Members Absent: Ethan Mikula  
Others Present: Jaclyn A. Beaulieu, Dan Robillard, CPA (HHA Fee Accountant)

Chairman Davis declared that in an effort to expedite HHA Fee Account Dan Robillard's presentation of the FY2020 budget, we would begin today's meeting with the Financial Reporting and Accounts Payable section of the Agenda.

DHCD released the FY2020 Local Housing Authority Budget Guidelines on September 16, 2019. The Guidelines include 10% increase to the Allowable Non-Utility Expense Level (ANUEL), special one-time funding for technology upgrades and training, and one-time funds for maintenance expenditures to address issues of health, safety, or security. Additionally, DHCD released a revised Executive Director Salary and Qualifications Schedule, one year earlier than originally planned.

CPA Robillard was pleased to announce that he was able to work a third full-time maintenance person into the FY2020 budget. A third full-time maintenance person is desperately needed to keep up with the day-to-day maintenance work and vacant unit turnovers at HHA properties. Once the budget is approved by DHCD, Director Beaulieu may begin the search to fill this position.

The updated Executive Director Salary and Qualifications Schedule provides an increase to the Unit-Based Salary for Massachusetts Local Housing Authority executive directors that is intended to maintain and reflect market competitiveness and the equity of executive director pay for the future. The presented 2020 Executive Director Salary and Qualifications Schedule results in a calculated salary maximum of \$96,608 for the Executive Director position at HHA. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to approve the fiscal year 2020 Executive Director Salary Calculation Worksheet, as presented, including a Board-Approved salary of \$96,608 for Executive Director Jaclyn Beaulieu.

FY2020 Budgets were presented in consideration of approval as follows:

MOTION: Anne Marie Lourens moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number 400-1 for fiscal year ending 09/30/2020 showing total revenue of \$ 638,318 and total expenses of \$ 646,118 thereby requesting a subsidy of \$53,774 be submitted to the Department of Housing and Community Development for its review and approval. Bryan Johannes seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

MOTION: Anne Marie Lourens moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, program number MRVP for fiscal year ending 09/30/2020 showing total revenue of \$ 13,440 and total expenses of \$ 15,601, thereby requesting a subsidy of \$ 0 be submitted to the Department of Housing and Community Development for its review and approval. Bryan Johannes seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

MOTION: Anne Marie Lourens moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number 689-C for fiscal year ending 09/30/2020 showing total revenue of \$ 54,528 and total expenses of \$ 49,985, thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval. Bryan Johannes seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.



MOTION: Anne Marie Lourens moved that the proposed Operating budget for Hudson Housing Authority federal housing programs MA091-1 Norma Oliver Village and the Section 8 Housing Choice Voucher Program be approved, as presented and amended to increase the approved budget amount for Capitalized Equipment at Norma Oliver Village to \$50,000 for a tractor and \$60,000 for a backhoe.

Budget Comparatives 10/01/2018 through 8/31/2019 were presented by CPA Robillard and reviewed by the Board. High percentage of unit turnover at Brigham Circle this year resulted in increased maintenance spending. However, maintenance salaries are under budget, putting the budget within DHCD's allowable 10% margin. 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 September 2019. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to approve the Accounts Payable for September 2019.

Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the minutes of the September 5, 2019 regular meeting.

The minutes of the September 5, 2019 Executive Session meeting were presented. Bryan Johannes stated his intent to abstain from the vote; Anne Marie Lourens was not present for the September 5, 2019 Executive Session meeting. Therefore, there was no quorum to vote on the minutes; approval of these minutes was tabled to the November 7, 2019 meeting.

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

#### MA091-1 Roof Replacement Project:

Construction for the Roof Replacement Project is tentatively set to begin on Wednesday, October 9, 2019, weather permitting. Residents have been notified, and a meeting was held on Monday to address any outstanding questions.

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

Construction on the Window Replacement project is almost complete. There are a few outstanding items being addressed by a punch list. The project Architect, Gorman Richardson Lewis Architects, has signed off on the Certificate of Substantial Completion. The Certificate requires a Board vote before we can submit to DHCD. Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Certificate of Substantial Completion for the 667-1 Brigham Circle Windows Replacement Project, FISH #141056.

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

Most of the punch list items for the 667-1 Brigham Circle Drainage Project are complete. There are still rocks in the landscaping that need to be raked out. We are currently waiting on a major rain event to determine if the area drains properly, following some tweaks by the contractor.

#### HHA Floor Covering Services Contract

The Invitation for Bid for HHA Floor Covering Services Contract closed on 9/18/19. One bid was received from Capital Carpet & Flooring Specialists, Inc. at a bid total of \$27,527.00. Although the bid came in higher than the estimated contract value of \$23,000, the contractor's references all provided extremely positive reviews for similar contracts at other housing authorities. For this reason, Director Beaulieu advised the Board that in her opinion, we should move forward with the contract. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to award the 1-year Floor Covering Services



contract for Brigham Circle and Norma Oliver Village to Capital Carpet & Flooring Specialists, Inc. at the estimated base bid of \$27,527.00 for one year, at a rate of \$3.48 per Sq./Ft. for LVP Click-lock floating floor, \$3.99 per Sq.Ft. for VCT, \$2.49 per Lf. for installation of cove base, and \$119.00 per hour for additional services, on an as-needed basis, and to assign Executive Director Jaclyn Beaulieu as Contract Officer, and Chairman Glenn Davis as secondary Contract Officer.

HUD has informed us that we have been awarded an additional 0.6% increase to our 2019 Capital Fund for Norma Oliver Village in the amount of \$967.00. The revised grant amount is \$176,222.00.

DHCD is performing a Facility Condition, Accessibility and Sustainability Assessment of all state-aided public housing properties to update the data on facility conditions for future Formula Funding through the Capital Improvement program. Hudson Housing Authority's Facility Assessment is scheduled for Tuesday, October 22, 2019 and includes Brigham Circle, 49 Washington Street, and 8 Irving Street.

Registration for MassNAHRO's fall conference is open. The conference is scheduled for November 18-19, 2019 at the Boston Marriott Quincy. Any commissioner interested in attending the conference should notify Director Beaulieu at their earliest convenience.

Section 8 Revised Utility Allowance Schedule for FY2020 was presented to the Board. HHA contracted with Zeffert & Associates again this year for a total of \$900. The cost was divided between HHA and Marlborough CDA-Housing Division for a combined report with allowances for both Hudson and Marlborough. Overall, the most notable changes were: oil and gas saw a slight decrease, electric saw a slight increase, and propane saw a slight increase. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to approve the FY2020 Allowances for Tenant-Furnished Utilities and Other Services as presented, to be effective November 1, 2019.

Commissioners reviewed a meeting recap and thank you email Director Beaulieu sent to Senator Jamie Eldredge, Representative Kate Hogan, and their respective staffs, from their site visit to Brigham Circle on September 13, 2019.

Per the Board's request, Director Beaulieu presented revised Hudson Housing Authority By-Laws to the Board for review. Minor changes were reviewed; no major changes were presented. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to approve the Hudson Housing Authority By-Laws, as amended.

We received notification of our HUD REAC inspection for Norma Oliver Village. The inspection will take place Monday, October 7, 2019. HHA Maintenance staff have been working diligently on preparing the property for inspection over the past few months.

HHA will be installing a roll-in shower in one unit at Norma Oliver Village as the result of a reasonable accommodation request. We will be purchasing the shower unit from a vendor and having it installed by a contractor; we are still securing quotes for installation.

Worcester Housing Authority has requested a reevaluation of its FY 2020 FMRs by HUD. Until a notice of revised FY 2020 FMRs is published in the Federal Register and effective (30 days after publication), we must continue to use the approved FY 2019 FMRs. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to revert the Worcester, MA HUD Metro FMR area to the 2019 FMR and approved payment standard until a notice of revised FY 2020 FMRs is published in the Federal Register and effective.

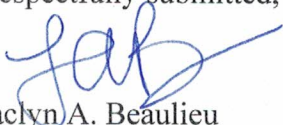


Executive Session: Chairman Davis declared that today's meeting requires an Executive Session. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY by roll call to enter into executive session at 8:36 p.m., to discuss pending litigation, as the discussion 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:	Glenn Davis:	Yay
	Anne Marie Lourens:	Yay
	Bryan Johannes:	Yay
	Mary Lou McKeone:	Yay

Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to adjourn at 8:47 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu  
Secretary

