

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Vice Chairman, Anne Marie Lourens, called the meeting to order at 6:50 p.m.

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

Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted 3-0-1 to approve the minutes of the October 3, 2019 regular meeting. Ethan Mikula abstained.

Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted 3-0-1 to approve the minutes of the October 3, 2019 Executive Session meeting. Ethan Mikula abstained.

Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted 2-0-2 to approve the minutes of the October 17, 2019 Special meeting. Ethan Mikula and Bryan Johannes abstained.

Upon a motion by Bryan Johannes, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the minutes of the September 5, 2019 Executive Session meeting.

Director Beaulieu presented the fiscal year-end (FYE) 9/30/2019 financial statements to the Board as well as the Budget Comparatives through FYE 9/30/19. Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the Budget Comparatives and year end financials as presented.

Director Beaulieu presented the Top 5 Compensation Form. The form sets forth broken-down compensation paid to the top five earners of the agency for FY 2019. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the Top 5 Compensation Form for FY2019 as presented.

The Board reviewed and signed the following FYE documents: Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws, Certification of Top 5 Compensation Form and Certification of Year End Financial Statements.

Commissioners reviewed the Accounts Payable reports for October 2019. Upon a motion by Ethan Mikula, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to approve the Accounts Payable for October 2019.

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

**MA091-1 Roof Replacement Project:**

Construction is underway for the Roof Replacement Project at Norma Oliver Village. To date, Buildings 3, 4, and 5 are complete. We expect the construction phase of this project to be completed in the next few weeks. Director Beaulieu noted that we have received a lot of very positive feedback on the contractor from residents of the complex.

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

Construction on the Window Replacement Project was completed last month. Director Beaulieu presented the Certificate of Final Completion for the project, signed by both the architect and the contractor. The Certificate



requires a Board vote before we can submit to DHCD. Upon a motion by Bryan Johannes, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the Certificate of Final Completion for the 667-1 Brigham Circle Windows Replacement Project, FISH #141056.

Director Beaulieu briefed the Board on our current standing with the project architect, Gorman Richardson Lewis Architects, for the Window Replacement Project. There is an ongoing disagreement between HHA/DHCD and Gorman, Richardson, Lewis architects on outstanding invoices the architect believes are due by HHA. Director Beaulieu was instructed by DHCD to wait on direction from DHCD as to how to handle the situation. Director Beaulieu will report back once she has an update.

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

The contractor for the Drainage Project, Family Paving, was on site this week to re-loam and re-seed some areas of the affected site. They have tweaked the walkway to help correct pooling that was still occurring at the bottom of the stairs; we are currently awaiting another rainstorm to verify the effectiveness.

Upon a motion by Ethan Mikula, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to approve the annual clothing allowance payment to two full-time maintenance staff members, Jon Orkiseski and Peter Wolochowicz, in the amount of \$500.00 each.

HHA has filed an insurance claim with our insurance carrier, York Risk Services Group, Inc., for an incident that occurred on 10/17/2019 where a tree fell on top of Brigham Circle, building 5, during a wind and rainstorm. The tree penetrated the roof of the building, and water pooled in the ceiling of Building 5, apartment 7. Hailey Tree was called in to remove the tree as an emergency procurement, and MDM Engineering, Inc. was called in to perform an emergency patch to the damaged roof, also as an emergency procurement. The insurance company has contracted with Environmental Restorations, Inc. to perform the remaining repairs. A routine inspection for asbestos in the ceiling of the damaged unit came back positive; the insurance claim will not cover the abatement; this cost will come out of HHA budget. Upon a motion by Bryan Johannes, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve Environmental Restorations, Inc. to perform the asbestos abatement in 5 Brigham Circle, apartment 7 at a cost of \$6,900.00.

HHA's 3-year contract with Guyder/Hurley for audit services has expired. Guyder/Hurley recently merged with Marcum LLP. Marcum LLP submitted a proposal to HHA for a 3-year contract for audit services for FY19, FY20, and FY21. Director Beaulieu presented a Memo to the Board recommending HHA enter into the 3-year contract with Marcum LLP, as outline in their proposal. Upon a motion by Bryan Johannes, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to enter into a 3-year contract with Marcum LLP for Audit and AUP services for FY19, FY20, and FY21, as presented in the presented proposal from Marcum LLP, at a total cost of \$14,780.00 for FY19, \$15,780 for FY20, and \$16,780 for FY21, with Jaclyn Beaulieu as contract officer, and Glenn Davis as secondary contract officer.

The HHA office will be closed on Friday, November 29, 2019 (the day after Thanksgiving) as all administrative staff has taken the day off. Maintenance staff will be on site during the day and available for on-call maintenance emergencies.

DHCD is administering elections for the seating of members on the RCAT advisory boards. Each LHA may nominate a maximum of 2 candidates. After discussion, no commissioners felt they could take on this role at this time, and no one was nominated by the HHA Board.

The HHA maintenance department wishes to purchase a Tractor Loader Backhoe for Norma Oliver Village off of the Mass State OSD Contract #VEH98; this expenditure was included in the FY2020 budget approved in October 2019. A Request for Quotes Form was reviewed by the Board. Of the vendors listed on the



VEH98 contract, only one single contractor sells the item we wish to purchase: Monroe Tractor. Let it be noted that Monroe Tractor is a certified Women's Business Enterprise. The purchase price quote of \$80,587.00 includes a total trade in value of \$22,000 for Kubota model BX25DLB and Bobcat model 753. Upon a motion by Bryan Johannes, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the purchase of a Case 580N Tier 4 FINAL 4WD Tractor Loader Backhoe from Monroe Tractor off of the Mass State OSD contract #VEH98, including a \$22,000.00 trade in value on a Kubota model BX25DLB and Bobcat model 753, for a total due price of \$80,587.00.

The HHA maintenance department wishes to purchase a John Deere tractor for Norma Oliver Village; this expenditure was included in the FY2020 budget approved in October 2019. The machine will compliment the John Deere X585 that we currently have in inventory, as both machines will be able to share implements and parts. Three quotes were sought using a written purchase description; the Board reviewed the Request for Quotes Form. Upon a motion by Bryan Johannes, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the purchase of a John Deere X758, including attachments and parts, from Padula Bros. Inc., for a total price of \$27,267.35.

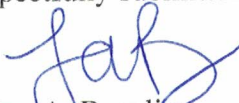
The HUD REAC inspection at Norma Oliver Village was completed on October 7, 2019. A final score of 97b (out of 100) was received. The score of the last REAC inspection in 2017 was 87, for reference. Director Beaulieu expressed her deepest thanks for the hard work of the HHA maintenance department in preparation for this inspection. Commissioners issued their congratulations on a job well done.

Three quotes were sought for the installation of a roll-in shower unit at Norma Oliver Village. Two quotes were received. The Board reviewed the Request for Quotes Form. Upon a motion by Bryan Johannes, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve Aden Construction to perform the installation of a roll-in shower unit at 4 Glen Road, apartment 405, for a total contract price of \$6,900.00.

Executive Session: None.

Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to adjourn at 7:35 p.m.

Respectfully submitted,

  
Jaclyn A. Beaulieu  
Secretary

