

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:50 p.m.

Members Present: Glenn Davis, Anne Marie Lourens, Bryan Johannes
Members Absent: Mary Lou McKeone, 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 November 4, 2019 Special Joint meeting.

Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the minutes of the November 4, 2019 Special Joint Executive Session meeting.

Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the minutes of the November 7, 2019 Regular meeting.

Director Beaulieu presented the Budget Comparatives for 10/1/19 through 10/31/19. 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 November 2019. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to approve the Accounts Payable for November 2019.

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

MA091-1 Roof Replacement Project:

The Roof Replacement Project reached substantial completion on 11/25/19. Final completion was reached on 12/3/19; Project architect, Andrew Brockway, is currently reviewing application for Payment #2. The contractor added an additional 4 trash shed roofs to completed work, and has applied for payment on this addition as Change Order #1; Change Order #1 is currently being reviewed by Mr. Brockway, as well.

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

The bill for additional services from Gorman Richardson Lewis Architects remains outstanding; we are still waiting on direction from DHCD to determine how to proceed with this bill.

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

Project designer, Allen & Major Associates, Inc. issued Field Report #7 and Punch List #7 to contractor Family Paving on 11/19/19. There is still minor pooling on the sidewalk, the reconstructed sidewalk at the bottom of the stairs has resulted in a rise of the bottom step that is not to MAAB and ADA, and there are still rocks and stones present in the landscape areas. The final 5% retainage payable to the contractor remains unpaid.

The Massachusetts Housing Authorities Insurance Program, procured by Salem Housing Authority with the cooperation of the Department of Housing and Community Development, has just completed a renewal with Hays Companies for Property, Boiler & Machinery Insurance and Crime Insurance for Local Housing Authorities' state-aided housing programs for the coverage period beginning 11/17/19 through 11/17/20. The rate this year is \$126 per door. Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens,

the Board voted UNANIMOUSLY to approve payment to Hays Companies for property, boiler and machinery insurance and crime insurance for period 11/17/19 through 11/17/20 in the amount of \$17,892.00.

DHCD issued PHN 2019-27 titled FY20 Health & Safety Initiative to notify housing authorities of the availability of funds (up to \$125/unit) for small projects to address health and safety concerns. We intend to apply for this money to be used for lighting and electrical upgrades around Brigham Circle.

The new maintenance department Groundskeeper/Custodian position has been posted on the MassNAHRO website, the Town of Hudson website, the Hudson Housing Authority website, in the Vocero Hispano Newspaper, and in the Middlesex Daily News.

Director Beaulieu has held the annual meeting with 8 Irving Street; this year we are due for a full 5-year lease renewal. Director Beaulieu proposed a new contract rent of \$2300 and is awaiting approval from Advocates, Inc. so that she can forward the applicable lease paperwork to signatories.

The annual meeting with 49 Washington Street is scheduled for early December. We intend to ask for a contract rent increase in the amount of the 2020 Social Security COLA (1.6%).

DHCD issued PHN 2019-26 titled Notice of Funding Availability (NOFA) for Creative Place-making Grants. DHCD will be awarding housing authorities capital funds for improvements to state housing sites that use creative place-making strategies to encourage intentional integration of the arts, culture, creativity, and design. We will be holding a tenant meeting to present ideas for renovating the Brigham Circle community center and gauge interest in applying for the grant.

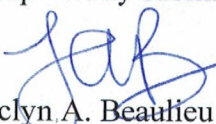
The insurance claim for the incident that occurred on 10/17/2019 where a tree fell on top of Brigham Circle, building 5, during a wind and rainstorm is still open. The asbestos found in the ceiling has been abated; we are waiting on permits to complete work in the unit.

Executive Session: Chairman Davis declared that today's meeting requires an Executive Session. Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to enter into executive session at 7:41 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

Upon a motion by Glenn Davis, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to adjourn at 7:54 p.m.

Respectfully submitted,


Jaclyn A. Beaulieu
Secretary

