

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 7:03 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 January 9, 2020 Regular meeting.

Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted 3-0-1 to approve the minutes of the January 9, 2020 Executive Session meeting. Bryan Johannes abstained.

Director Beaulieu presented the Budget Comparatives for 10/1/19 through 12/31/19 and quarter end financials for quarter ending 12/31/19. Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the Budget Comparatives as presented.

Commissioners reviewed the Accounts Payable report for January 2020. Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to approve the Accounts Payable for January 2020.

The Warrant to Transfer Funds for January 2020, Payroll Warrants for January 2020, and the HAP Warrant for February 2020 were reviewed by the Board.

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

The last payment due to the contractor for the Window Replacement project was paid on 1/9/2020. This project is completed and awaiting a 9-month warranty inspection.

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

No update.

689 49 Washington Street Front Porch Upgrade Project FISH #141064

We were able to get this project done for under 10k. Work was completed this week by Residence Property Services, Inc. Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve payment to Residence Property Services, Inc. for the 49 Washington Street front porch upgrade project (FISH #141064) in the amount of \$9,350.00.

The Board noted that the Norma Oliver Village general cleaning services contract with Gorilla Contracting Corp. expired on 12/31/2019.

The HUD 5-Year Plan 2016-2020 is expiring. The next 5-Year Plan will be for years 2021-2025. The Board reviewed a draft 5-Year Action Plan for capital funded activities at Norma Oliver Village that was prepared by Director Beaulieu and HHA Maintenance. The plan is still a work in progress; the annual public hearing and resident advisory meeting will be held on May 7 in conjunction with the May 7 HHA Board meeting to seek resident and public feedback on upcoming capital projects.

Director Beaulieu was excited to announce that HHA has been selected in conjunction with the Hudson Boys and Girls Club and the Town of Hudson Health Department as the partner agencies to Open Table, Inc. to operate a monthly mobile food pantry service. This service will deliver groceries to some of our HHA residents. We are currently working on logistics and hope to get this program up and running in the very near future!

The insurance claim on 5 Brigham Circle from 10/17/19 tree on the building continues. The entire Building 5 had a roof replacement last week. The unit affected by water damage is nearing completion of insurance-funded renovations; flooring remains outstanding.

HHA has completed the hiring process for the open Maintenance Department Groundskeeper/Custodian position. Juan Santana Martinez has been hired with a start date of February 24, 2020.

The roll-in shower unit for requested reasonable accommodation at Norma Oliver Village has arrived, and we are scheduling installation with contractors.

Director Beaulieu requested moving the regular March meeting to March 12; all in agreeance.

We would like to update the exterior building lights at Norma Oliver Village; Maintenance Supervisor Jon Orkiseski believes this will cost around \$5,000. Director Beaulieu would like to seek quotes for this project and pay for the project out of the operating fund and asked the Board for their thoughts. All in agreeance that we should move forward with this project, as planned.

HHA's Section 8 Management Assessment Program (SEMAP) score for Fiscal Year Ending 9/30/2019 has been issued by HUD at 98% (out of 100), and HHA has been designated as a High Performer.

DHCD provided a one-time cost exemption for \$5,000 toward technology upgrades in the FY20 budget. Part of this money has gone toward upgrades on the maintenance cell phones, and the addition of a third cell phone for the new third maintenance employee.

The FY20 budget included funds for replacement of the door locks at the HHA office. Director Beaulieu is seeking quotes to include an ADA-compliant replacement of the front office door and will report back once quotes are received.

We received \$17,500 in Health and Safety allocated capital money from DHCD as FISH #141067 for a project updating the pole light system around Brigham Circle.

Director Beaulieu brought to DHCD's attention at a recent meeting that more capital money should be allocated towards upgrading old electrical systems in state public housing.

HHA fee accountant, Dan Robillard, and Director Beaulieu are working on an ongoing project to consolidate old HHA bank accounts into fewer accounts; once the accounts are consolidated properly, we may be able to look at more advantageous banking options.

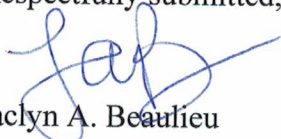
Executive Session: Chairman Davis declared that today's meeting requires an Executive Session. Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY by roll call to enter into executive session at 8:26 p.m., to discuss pending litigation, as the discussion 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:

Glenn Davis:	Yay
Anne Marie Lourens:	Yay
Bryan Johannes:	Yay
Mary Lou McKeone	Yay

Upon a motion by Glenn Davis, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to adjourn at 8:31 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu
Secretary

