

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:43 p.m.

The meeting took place via Zoom virtual conference due to the COVID-19 State of Emergency. The access information for the meeting was as follows:

Link: <https://zoom.us/j/615866946>.

Conference call-in details via telephone:

Meeting ID: **615-866-946** One tap mobile: + 13126266799, 16465588656, 13462487799, 16699009128, 12532158782, 13017158592

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

Chairman Davis took roll call of all in attendance:

Bryan Johannes	Present
Ethan Mikula	Present
Mary Lou McKeone	Present
Anne Marie Lourens	Present
Glenn Davis	Present

Chairman Davis read an introduction to the procedure for a remote meeting of the Board, including the ground rules for a virtual meeting. Each member will be given an opportunity to comment on each agenda item, but should wait to be called on by the Chairman. All votes will be taken via roll call vote. The meeting was recorded.

Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY by roll call to approve the minutes of the February 6, 2020 Regular meeting.

Director Beaulieu presented the Budget Comparatives for 10/1/19 through 2/29/20. Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY by roll call to approve the Budget Comparatives as presented.

Commissioners reviewed the Accounts Payable report for February 2020 and March 2020. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY by roll call to approve the Accounts Payable for February 2020 as presented. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the Accounts payable for March 2020 as presented

The Warrant to Transfer Funds for February 2020 and March 2020, Payroll Warrants for February 2020 and March 2020, and the HAP Warrants for March 2020 and April 2020 were reviewed by the Board. Chairman Davis will sign them at a later date.

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

A site meeting was held on 3/18/20 with the designer Katie Andruchuck, RCAT project manager Jeff Baxter, contractor Family Paving, and HHA personnel Jaclyn Beaulieu and Jon Orkiseski. We are working on a solution to the short stair tread near Building 2.





The Board noted a start date of new maintenance employee Juan Santana Martinez of 2/24/2020.

The Board reviewed the Contract for Accounting Services by and between Hudson Housing Authority and Milne, Shaw, & Robillard, P.C. Director Beaulieu requested that the vote be tabled until she could clarify a typo in the contract sum with Fee Accountant Robillard. Everyone in agreeance.

The Board noted that the public hearing for the HUD 5-year plan scheduled for 4/30/2020 was cancelled due to the COVID-19 State of Emergency. In lieu of holding a new public hearing now, Director Beaulieu proposed formulating this year's 5-Year Action Plan for capital funding with previously-approved projects only that had been discussed and approved at the annual hearing held in June 2019 (within the last 12 months, as required by HUD). This would allow HHA to wait on holding the annual public hearing until the COVID-19 Emergency is over, and because the Plan is a rolling plan, we will be able to create a new plan next year with all new action items. The draft HUD Rolling 2020-2024 5-Year Action Plan was presented to the Board. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY by roll call to approve the HUD Rolling 2020-2024 5-Year Action Plan, as presented.

Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY by roll call to approve the HHA Chairman to sign the Annual Certification and Board Resolution of Civil Rights Certification.

The HHA office front door is not ADA accessible according to current code, and is difficult for anyone in a wheelchair or using a walker to operate. Director Beaulieu would like to seek quotes to have the door replaced, but proposed using Norma Oliver Village operating funds to do so, as Norma Oliver Village does not pay rent to Brigham Circle for use of the administrative office. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to approve the use of Norma Oliver Village operating funds to replace the HHA office door with an ADA accessible door at Brigham Circle.

The Board noted that shared on-call maintenance responsibilities with Acton Housing Authority ended on February 2, 2020.

#### COVID-19 UPDATE:

The Board reviewed some notices that had been disseminated to all residents and were updated on temporary policy and/or procedure changes, including but not limited to: The HHA administrative office is temporarily closed to the public; The HHA administrative office is operating on reduced hours of 9:00AM to 3:00PM, with one administrative staff member in the office each day; Administrative staff are rotating days in the office, and are otherwise working remotely from home; Community centers are closed; Maintenance staff are disinfecting all common areas of Brigham Circle and Norma Oliver Village 6 days/week; Maintenance staff are only entering occupied units for emergency work orders; Routine work orders have been temporarily suspended; Maintenance employees continue to work on vacant units and groundskeeping; Maintenance employees are wearing personal protective equipment whenever they are working near each other or anyone else; Lease-up of vacant units is very limited and at the Executive Director's discretion.

Residents continue to be updated as the Health Emergency progresses, and whenever there is a policy or procedure change.

LHAs have been advised by DHCD to use any health and safety money in the FY20 budget for COVID-19 related expenses. FY20 Tech upgrade money was used to purchase 3 new laptops for administrative staff to work remotely.





Director Beaulieu relayed concern of many residents that visitors continue to enter buildings at Brigham Circle and Norma Oliver Village daily. Many do not wear masks. Visitors include residents of other HHA buildings, and outside visitors. We are concerned for the safety of our high-risk residents. Governor Baker and the Department of Public Health have issued a Stay at Home Advisory. Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to enact a temporary policy on visitors, as outlined below: Effective immediately, for the length of the Public Health Emergency due to COVID-19, nonessential visitors are not allowed to enter any HHA building at Brigham Circle or Norma Oliver Village. This DOES NOT include home health aides, visiting nurses, public safety personnel, other essential medical service providers, or those delivering food, water, medicine, and/or other items essential to a resident's well-being.

The Certificate of Completion for the Insurance Claim damages on 5 Brigham Circle that were incurred on 10/17/19 when a tree fell on the building has been signed by DHCD; the project is complete.

The roll-in shower unit for the reasonable accommodation at Norma Oliver Village has been received; installation has been postponed until after the COVID-19 emergency.

The Board noted that the first delivery of the Open Table, Inc. Mobile Food Delivery Program is scheduled for Wednesday, April 8, 2020. We are delivering groceries to 31 residents.

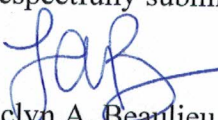
Upon a motion by Anne Marie Lourens, duly seconded by Mary Lou McKeone, the Board voted UNANIMOUSLY to set the flat rent for Norma Oliver Village 1-bedroom units at the current 1-Bedroom payment standard approved for the Section 8 HCV program of \$1805, effective May 1, 2020.

Other Business: None.

Executive Session: None.

Upon a motion by Glenn Davis, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to adjourn at 8:03 p.m.

Respectfully submitted,

  
Jaclyn A. Beaulieu  
Secretary

