

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Glenn Davis, called the meeting to order at 6:33 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://us02web.zoom.us/j/83696207613?pwd=RTh3NGZsV1NxUDNZbFRrM0NvcWNUdz09>

Conference call-in details via telephone:

Meeting ID: 836 9620 7613 Meeting Password: 381371 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:

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

Chairman Davis announced that today’s meeting starts with a public hearing on the DHCD / Hudson Housing Authority Annual Plan for FY2021. There were no members of the public present for the hearing. Director Beaulieu explained each section of the Annual Plan and highlighted important parts of the plan, including the Capital Improvement Plan. Discussion resulted in no proposed changes to the Plan. The Board is prepared to vote on the Annual Plan at our next meeting scheduled for August 6, 2020.

Executive Session: Chairman Davis declared that today’s meeting requires an Executive Session. Upon a motion by Glenn Davis, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to enter into executive session at 7:27 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 to reconvene in public session upon the completion of discussion of executive session matters.

Executive Session Roll Call: Anne Marie Lourens: Yay
Bryan Johannes: Yay
Mary Lou McKeone Yay
Ethan Mikula Yay
Glenn Davis: Yay

Upon a motion by Glenn Davis, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to re-enter public session at 8:31 p.m.

Upon a motion by Bryan Johannes, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the minutes of the June 4, 2020 Regular meeting.

Director Beaulieu presented the Budget Comparatives report for 10/1/19 through 5/31/20. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY by roll call to approve the Budget Comparatives, as presented.

Commissioners reviewed the Accounts Payable report for June 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 June 2020, as presented.

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

DHCD has issued FISH #141063 for the 667-1 Brigham Circle Roof Replacement Development Wide project. An initial Work Order has been submitted by the DHCD house doctor architect assigned to the project; Director Beaulieu must now go review the Work Order and approve it for Designer Selection. Tentative timeline for this project puts it out to bid in spring 2021 with construction in summer 2021.

An Amendment #9 to HHA's Contract for Financial Assistance (CFA) for Work Plan 5001 in the amount of \$213,921.00 is required to be signed by the Chairman, Glenn Davis. This amendment funds the FY2023 Formula funding award (FISH #141018) along with FISH numbers: 141067 and 141066 and extends the contract dates of service from June 30, 2022 to June 30, 2023. The following resolution was introduced by Chairman, Glenn Davis, read in full and considered: RESOLUTION AUTHORIZING CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN FOR DEVELOPMENT NO. 5001 FOR HOUSING PROGRAM 167-1, 667-1, 667-2, 689-1. NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE Hudson Housing Authority, AS FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Hudson Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of the Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall take effect immediately. Bryan Johannes moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Anne Marie Lourens, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes 5 Nays 0

The Chairperson thereupon declared said motion carried and said resolution adopted.

The FY2019 Audit and Agreed Upon Procedures (AUP) is ongoing; Both DHCD and HUD have issued extensions on deadlines for these reviews due to COVID-19. Director Beaulieu reported that she has been scanning required information to the auditors, as needed, and things are progressing as timely as possible.

Director Beaulieu gave the Board an update on HHA's response to the COVID-19 pandemic.

Lease-ups continue at both Brigham Circle and Norma Oliver Village, as we are currently experiencing high turnover rates. Precautions are being taken to limit in-person meetings to what is absolutely necessary, and new residents are coordinating with HHA office and maintenance staff on dates and times of moving in their belongings. So far, this process is going well.

The temporary No Visitors Policy enacted by the Board at the April 2020 meeting remains in place. The HHA office remains closed to the public. HHA administrative staff are beginning to work in teams of 2, on a rotating basis of working from home and working from the office.

The AC Condenser on the second floor of 8 Irving Street (167 group home) replaced by Control Point Mechanical on 6/5/20. Upon a motion by Anne Marie Lourens, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY by roll call to approve payment to Control Point Mechanical for the 8 Irving Street AC Condenser replacement in the amount of \$5,381.07.

The fourth delivery of the Open Table Mobile Food Pantry Program occurred on 7/8/20 and served 58 HHA households.

FISH #141059 Brigham Circle Site Drainage project is complete. RCAT project Manager, Jeff Baxter, and project engineer Katie Andruchuck of Allen & Major Associates, Inc. signed off on the Certificate of Final completion and a minor change order to add a second area drain. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve Change Order Number 1 on project FISH 141059 Brigham Circle Site Drainage Work in the amount of \$190.00. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the Certificate of Final Completion for project FISH 141059 Brigham Circle Site Drainage Work and (final) Payment no. 2 to Family Paving in the amount of \$2,805.00.

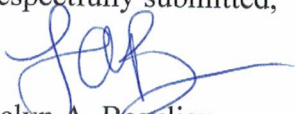
Director Beaulieu is working on the HUD 5-Year Plan FY2021-2025 and has recommended that HHA update our definition of Significant Amendment. Director Beaulieu presented a draft version of the proposed significant amendment definition to the Board. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY by roll call to adopt the updated definition of Significant Amendment, as presented.

The public hearing for the HUD 5-Year Plan will be scheduled for September 17, 2020.

A joint meeting between Hudson Housing Authority and Town of Hudson Community Development and Planning board to discuss the property at 62 Packard Street, Hudson has been scheduled for July 27, 2020.

Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to adjourn at 9:05 p.m.

Respectfully submitted,


Jaclyn A. Beaulieu
Secretary

