

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Bryan Johannes, 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/85100001152?pwd=TIZtMDJzWGhITy9XRXBHS051S1NEdz09>

Conference call-in details via telephone:

Meeting ID: 851 0000 1152 Meeting Password: 291853 One tap mobile: + 13126266799, 16465588656, 13462487799, 16699009128, 12532158782, 13017158592

Members Present: Bryan Johannes, Anne Marie Lourens, Ethan Mikula
Members Absent: None
Others Present: Jaclyn A. Beaulieu

Chairman Johannes took roll call of all in attendance:

Anne Marie Lourens	Present
Ethan Mikula	Present
Bryan Johannes	Present

Chairman Johannes 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 Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the minutes of the August 5, 2020 Special Meeting.

Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the minutes of the August 6, 2020 Regular Meeting.

Director Beaulieu presented the Budget Comparatives reports for 10/1/19 through 7/31/2020 and 10/1/19 through 8/31/2020. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY by roll call to approve the Budget Comparatives for 10/1/19 through 7/31/2020 and 10/1/19 through 8/31/2020, as presented.

Commissioners reviewed the Accounts Payable reports for August 2020 and September 2020. 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 August 2020 and September 2020, as presented.

The Board reviewed the Warrants to Transfer Funds for August 2020 and September 2020, and the HAP Warrant for August 2020, September 2020, and October 2020 were reviewed by the Board. Chairman Johannes will sign it at a later date. Payroll Warrants for August 2020 and September 2020 will be included in the November meeting.

FISH #141063: 667-1 Brigham Circle Roof Replacement Development Wide project
Andrew Brockway & Associates was selected as the Designer for this project.

The Board noted the retirement of Cherie Brigham, Assistant Director, effective 9/1/2020.

The Board noted the promotion of Robert Milne from Housing Manager to Assistant Director, effective 9/14/2020.

The Board was presented the HUD published FY 2021 Fair Market Rents (FMRs) and Proposed Section 8 Payment Standards for the Boston-Cambridge-Quincy, MA HUD Metro FMR Area. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to establish the Payment Standard for the town of Hudson, MA and the entire Boston-Cambridge-Quincy, MA HUD Metro FMR Area at 95% of the FY 2021 FMR, effective October 1, 2020.

Bedroom Size	0	1	2	3	4	5
Fair Market Rent	\$1742	\$1924	\$2336	\$2906	\$3168	\$3640
Payment Standard	\$1655	\$1828	\$2219	\$2761	\$3010	\$3458

The Board was presented the HUD published FY 2021 FMRs and proposed Section 8 Payment Standards for all other HUD FMR areas of Massachusetts. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to establish the Payment Standards for all HUD FMR areas of Massachusetts, EXCEPT the Boston-Cambridge-Quincy, MA HUD Metro FMR Area, at 110% of the respective FY 2021 FMR for each HUD FMR area, effective October 1, 2020, as presented.

The Board was presented with the proposed flat rent for MA091-1 Norma Oliver Village 1-BR units based on the proposed PMS of a 1-BR unit in Hudson, MA. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to establish the flat rent for the 1-BR units at MA091-1 Norma Oliver Village at \$1828, effective October 1, 2020.

Norma Oliver Village is due this year (every 5 years) for an Energy Audit of the property. Director Beaulieu solicited quotes from five companies on 6/24/2020: EBI Consulting, Kobiona Energy Management, Globele Energy, Direct Energy, and The Ad Institute. Kobiona Energy Management and Direct Energy do not perform these audits; The Ad Institute inquiry received no response; Globele Energy discussed the project but never submit a quote; EBI Consulting was the only company to submit a quote for the project as of 8/26/2020. EBI Consulting was recently used by DHCD for the Facility Assessment project of housing authorities throughout the Commonwealth; Director Beaulieu recommends hiring EBI Consulting. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to hire EBI Consulting at their quoted price of \$6,800.00 for the Norma Oliver Village energy audit.

HUD issued notice PIH-2020-13 updating the HUD COVID-19 waivers for federal housing programs. Main updates affecting HHA include: extension of already-adopted waivers, and the addition of waiver to skip yearly inspections on federal public housing units. Director Beaulieu recommends adopting waiver extensions and waiver to skip inspections Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY to adopt the updated HUD COVID-19 waivers pursuant to PIH-2020-13, as presented.

Every two (2) years we must update our Language Access Plan (LAP) to take into consideration changes in LEP populations and additional resources available to the HHA. Attorney Manette Donovan was hired to update our LAP; the updated LAP was presented to the Board. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to adopt the updated Language Access Plan, as presented.

HHA has resumed in-unit inspections at Brigham Circle. DHCD has instructed housing authorities to resume in-unit inspections at state-aided housing developments as of the end of July; our first round of inspections

took place on September 3-4. PPE, including masks and gloves, are worn by the inspector at all times while inside the buildings.

We currently have two (2) open seats on the HHA Board. Director Beaulieu requested clarification from Town Counsel on if we can fill Glenn Davis' open seat that has been in holdover status since 2017; the answer is that former Commissioner Davis' seat must be filled by an HHA resident. An ad was sent to the Town email contact list advertising our two vacancies on 9/17/20 trying to gauge interest in the openings. We have received two (2) interest forms: Steven Domenicucci and Sarah Cressy. Chairman Johannes requested that Director Beaulieu request to have this issue added to the 10/19/20 Hudson Board of Selectmen agenda for discussion and possible joint vote.

DHCD released the FY2021 budget guidelines in PHN 2020-30 on 9/17/20. There is a 3% decrease in the Allowable Non-Utility Expenses (ANUEL) from FY20. Over the next several weeks, Director Beaulieu will be working with HHA fee accountant, Dan Robillard, to prepare a proposed budget based on the guidelines.

The public hearing on the HHA HUD 5-Year Agency Plan has been rescheduled to November 12, 2020 at 6:30pm via Zoom.

Director Beaulieu had no major updates on COVID-19 measures at HHA, other than our plans for a minor office renovation in the front office to create a safer area for clients to meet with HHA staff during cold months when we cannot meet outdoors, and the purchase of hand sanitizer dispensers for many of our common areas. Commissioners agreed that the No Visitors Policy should remain in effect.

Chairman Johannes relayed a message he received from the Town about a property on Bruen Road (owned by Natick Labs) asking if HHA had any interest in purchasing the property for low-income housing. Commissioners agreed we currently do not have the funds for a purchase of this nature.

Executive Session: Chairman Johannes declared that today's meeting requires an Executive Session. Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to adjourn the regular meeting and enter into executive session at 7:45 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:	Anne Marie Lourens:	Yay
	Ethan Mikula:	Yay
	Bryan Johannes:	Yay

Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to adjourn at 7:56 p.m.

Respectfully submitted,

Jaclyn A. Beaulieu
Secretary



