

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Bryan Johannes, called the meeting to order at 6:42 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/81074624481?pwd=OC9GK0JlWm9TNmZFb1UwY1V1c3RZUT09>

Conference call-in details via telephone:

Meeting ID: 810 7462 4481 Meeting Password: 154847 One tap mobile: + 13126266799, 16465588656, 13462487799, 16699009128, 12532158782, 13017158592

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

Roll call was taken by Chairman Johannes of all members present. Chairman Johannes read an introduction to the reason and procedure for a remote meeting of the Board. All votes will be taken via roll call vote. The meeting was recorded.

Chairman Johannes welcomed new HHA Commissioner Stephen Domenicucci.

The public hearing and resident advisory board (RAB) meeting on the HUD 5-Year Agency Plan was held. Three (3) residents were in attendance. Director Beaulieu presented the Plan and read through each section; there were no comments from any residents in attendance. Commissioners had no comments on the Plan. Upon a motion by Ethan Mikula, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY to approve the Hudson Housing Authority FY2021-2025 Public Housing Agency 5-Year Plan.

Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted 3-0-1 by roll call to approve the minutes of the October 1, 2020 Regular Meeting. Stephen Domenicucci abstained.

Upon a motion by Ethan Mikula, duly seconded by Anne Marie Lourens, the Board voted 3-0-1 by roll call to approve the minutes of the October 19, 2020 Special Joint Meeting with the Board of Selectmen. Stephen Domenicucci abstained.

There were no budget comparatives to present, as the fee accountants are still working on the 9/30/20 FYE.

An updated Accounts Payable report was presented for September 2020 to include several September bills were paid after the last meeting on 10/1/20. Upon a motion by Anne Marie Lourens, duly seconded by Ethan Mikula, the Board voted UNANIMOUSLY by roll call to approve the updated Accounts Payable for September 2020, as presented.

The October Accounts Payable report was presented to the Board. Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the October 2020 accounts payable, as presented.

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

FISH #141063: 667-1 Brigham Circle Roof Replacement Development Wide project

The schematic design on this project has reached 100% completion, and architect Brockway is working on the construction documents. The plan is to go out to bid in December or January, so that we can hopefully issue a Notice to Proceed by March, so that the shingles can be ordered for a springtime construction period.

The Board reviewed the finalized Audit and AUP for year ended 9/30/2019. A review of the Audit and AUP shows that there were no comments or findings made. The one finding from last year regarding our SEMAP review of the Section 8 program was marked as corrected. Auditors identified no material weaknesses and found no deficiencies in our internal controls.

The Board noted the 11/2/2020 start date of full-time Bookkeeper/Administrative Assistant Allison Carroll.

HHA again hired Zeffert & Associates to perform the annual utility allowances review for 2021. Upon a motion by Ethan Mikula, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY to approve the 2021 Utility Allowances Schedule, effective January 1, 2021.

Director Beaulieu had no major updates on COVID-19 measures at HHA, other than that the hand sanitizer dispensers we ordered for our buildings at Glen Road and Brigham Circle have been delivered and we are currently working on a plan to install them. As COVID-19 cases in Hudson are on the rise, Commissioners agreed that the No Visitors Policy should remain in effect.

The HHA office will be closed on Friday, November 27, 2020 (the day after Thanksgiving) as all administrative staff has taken the day off. Maintenance staff will be on site during the day and available for on-call maintenance emergencies.

HHA hired 101 Mobility to install a roll-in shower at Norma Oliver Village as a reasonable accommodation to a current resident. Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve payment to 101 Mobility in the amount of \$6,000.00 for the installation of a roll-in shower at Norma Oliver Village.


The Brigham Circle outdoor pole light timer system is extremely outdated and requires an update. This project is funded as a capital project from DHCD as FISH 141067. Five contractors were contacted for quotes on this project: MJ Rego Electric, LLC; Monteiro Electric, Inc.; Cardinale Electric; Downing Electric; and David Lanzillo, Electrician. Quotes were received from MJ Rego Electric, LLC (\$15,075.00) and Monteiro Electric, Inc. (\$9,800.00). Based on the quotes, Director Beaulieu recommends hiring Monteiro Electric, Inc. to perform the work for this project. Upon a motion by Stephen Domenicucci, duly seconded by Ethan Mikula, the Board voted 3-0-1 to contract with Monteiro Electric, Inc. for the Brigham circle outdoor pole light timer update project in the amount of \$9,800.00. Bryan Johannes abstained.

The HHA maintenance department currently has two (2) trucks and would benefit from a third truck now that we have three (3) full-time maintenance personnel. Director Beaulieu would like to add this item to the FY2021 budget. The cost of the truck would be around \$40,000, and would be funded by the federal 91-1 project. Commissioners agreed that this item should be added to the proposed FY21 budget.

There was no executive session.

Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to adjourn at 7:44 p.m.

Respectfully submitted,


Jaclyn A. Beaulieu, Secretary