

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Bryan Johannes, called the meeting to order at 6:34 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/85299551951?pwd=eDk1b2VPRm1NQJTj6ZlIFK0FCOGtjZz09>

Conference call-in details via telephone:

Meeting ID: 852 9955 1951 Meeting Password: 369260 One tap mobile: + 13126266799, 16465588656, 13462487799, 16699009128, 12532158782, 13017158592

Members Present: Bryan Johannes, Anne Marie Lourens, Stephen Domenicucci, Sarah Cressy
Members Absent: None
Others Present: Jaclyn A. Beaulieu, Atty. Dan Hill, Katelyn Baptista

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 Sarah Cressy.

Executive Session: Chairman Johannes declared that today’s meeting requires an Executive Session. Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to enter into executive session at 6:34 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: Stephen Domenicucci Yay
Sarah Cressy Yay
Anne Marie Lourens: Yay
Bryan Johannes: Yay

Upon a motion by Anne Marie Lourens, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY by roll call to re-enter public session at 7:13 p.m.

Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted 3-0-1 by roll call to approve the minutes of the November 12, 2020 Regular Meeting and the November 23, 2020 Special Meeting. Sarah Cressy abstained.

Director Beaulieu presented the Budget Comparatives report for 10/1/2020 through 10/31/2020. Upon a motion by Anne Marie Lourens, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY by roll call to approve the Budget Comparatives for 10/1/2020 through 10/31/2020, as presented.

Commissioners reviewed the Accounts Payable report for November 2020. Upon a motion by Sarah Cressy, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the Accounts Payable for November 2020, as presented.

Director Beaulieu apologized, but did not have the warrants to Transfer Funds and Payroll warrants prepared for today’s meeting; she will bring them to the January meeting. The Board reviewed the HAP Warrant for

December 2020. Chairman Johannes will sign it at a later date.

Project FISH #141063: 667-1 Brigham Circle Roof Replacement Development Wide project
The designer (Andrew Brockway & Associates) is almost finished with the construction documents. A virtual meeting was held with the designer, HHA Director Beaulieu, and DHCD project manager to discuss the timeline on the project. This project will go out to bid in early January with hopes of construction by early spring.

Project 91-1 Norma Oliver Village Appliance Replacement development wide
We have started taking inventory of appliances at Norma Oliver Village in preparation of this project. Andrew Brockway & Associates is contracted for Modernization Technical Assistance Services at Norma Oliver Village, and will be contracted as designer on this project.

Project FISH #141065: 689 49 Washington Street Window Replacement
We are replacing all of the windows at the 49 Washington Street group home. The Regional Capital Assistance Team (RCAT) has been assigned to manage this project. Architectural Consulting Services, LLC was contracted as the designer on this project, and is currently working on schematic design.

Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve the annual clothing allowance payment payable to three full-time maintenance staff members, in the amount of \$500.00 each.

The Massachusetts Housing Authorities Insurance Program, procured by Salem Housing Authority with the cooperation of the Department of Housing and Community Development, has just completed a renewal with Hays Companies for Property, Boiler & Machinery Insurance and Crime Insurance for Local Housing Authorities' state-aided housing programs for the coverage period beginning 11/17/20 through 11/17/21. The rate this year is \$170 per door. Upon a motion by Sarah Cressy, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY to approve payment to Hays Companies for property, boiler and machinery insurance and crime insurance for period 11/17/20 through 11/17/21 in the amount of \$23,290.00.

Director Beaulieu presented the proposed PILOT payment to the Town of Hudson for the Norma Oliver Village property for FY2019. Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to approve a PILOT payment to the Town of Hudson for Norma Oliver Village (4 Glen Road) for fiscal year ended 2019 in the amount of \$30,333.00.

The Board noted the FY2024 DHCD Formula Funding award letter for funding in the amount of \$215,408.00.

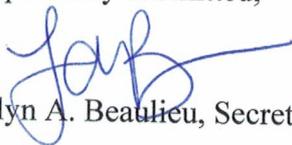
Director Beaulieu had no major updates on COVID-19 measures at HHA, other than our increased spraying back to 2 times per day in each building (up from once per day) due to increased positive COVID-19 cases in the surrounding community. We are still working on obtaining quotes for our front office renovation. The hand sanitizer dispensers were recently installed by our maintenance department in the front entryways of each building. Commissioners agreed that the No Visitors Policy should remain in effect.

Upon a motion by Anne Marie Lourens, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY by roll call to approve payment to Management Computer Services, Inc. in the amount of \$11,451.00 for the 2021 annual support fee of PHA-Web housing software and the January-March 2021 quarterly website hosting fee.

The next regular meeting was rescheduled from Thursday, January 7, 2021 to Thursday, January 14, 2021.

Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY by roll call to adjourn at 7:59 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jaclyn', with a long horizontal flourish extending to the right.

Jaclyn A. Beaulieu, Secretary

