

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Bryan Johannes, called the meeting to order at 6:40 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/81471707106?pwd=SnRxRjc4T1hzU0dWbTNBaU9qdlpFQT09>

Conference call-in details via telephone:

**Meeting ID: 814 7170 7106 Meeting Password: 565573** 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

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.

Upon a motion by Anne Marie Lourens, duly seconded by Stephen Domenicucci, the Board voted 3-0-1 by roll call to approve the minutes of the December 7, 2020 Special Joint Meeting. Sarah Cressy abstained.

Upon a motion by Anne Marie Lourens, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY by roll call to approve the minutes of the December 9, 2020 Regular Meeting.

Director Beaulieu presented the Budget Comparatives report for 10/1/2020 through 11/30/2020. Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the Budget Comparatives for 10/1/2020 through 11/30/2020, as presented.

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

Director Beaulieu apologized, but did not have the Payroll Warrants prepared for today's meeting; Chairman Johannes suggested to revisit this at the February meeting. The Board reviewed the Warrant to Transfer Funds for December 2020 and the HAP Warrant for January 2021, as well as a review of Payroll Warrants and HAP Warrants for the past year. Chairman Johannes will sign the new warrants at a later date.

Project FISH #141063: 667-1 Brigham Circle Roof Replacement Development Wide project  
Architect Brockway has scheduled bidding for this project to go live on 1/27/21 with a bid opening scheduled for 2/17/21. We are still planning on spring construction.

Project 91-1 Norma Oliver Village Appliance Replacement development wide  
HHA Maintenance Supervisor, Jon Orkiseski, did a visual survey of all units at Norma Oliver Village to create an inventory of which units currently have cabinets above the refrigerator, and also measured the size of the refrigerator opening in between the cabinets and wall. After some discussion, we are considering removing the cabinets above the refrigerators in all units as part of this project to create consistency throughout the development, so that we can streamline the appliance ordering to one size refrigerator. We

will be discussing the feasibility of this idea with Designer Brockway and taking input from residents on their thoughts. A big consideration is cost; Director Beaulieu will report back with more information once we have it.

Project FISH #141065: 689 49 Washington Street Window Replacement  
No update.

The Board noted the resignation of HHA Maintenance employee Juan Santana-Martinez effective 12/21/2020.

The Board reviewed the advertisement for the opening in the maintenance department for a Groundskeeper/Custodian that will be published at a minimum on the HHA website, the Town of Hudson Website, the Massachusetts NAHRO website, at the HHA office, in the Metrowest Daily News, and in the Hispano Vocero Newspaper in January 2021.

The Board reviewed a draft Progressive Disciplinary Policy for HHA employees. HHA regional attorney, Lori McBride, suggested adopting this policy for the benefit of the organization. Upon a motion by Sarah Cressy, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY by roll call to approve the HHA Progressive Disciplinary Policy, as presented.

HHA has an ongoing Agreement Between Owner and Design Professional contract with Andrew M. Brockway & Associates for our HUD property at Norma Oliver Village for ongoing technical services. The contract was last signed 5 years ago and should be renewed. Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the renewal of the HUD Agreement Between Owner and Design Professional contract with Andrew M. Brockway & Associates, and designated Jaclyn Beaulieu as contract officer and Bryan Johannes as secondary contract officer.

The HHA FY2021 budget was reverted back to HHA on 1/4/2021 by DHCD, requesting language on intended use of COVID-19 funding; Director Beaulieu added the requested language and resubmitted the budget for review same day. On 1/11/2021 DHCD announced that they have reversed the 4% decrease in the FY2021 budget Allowable Non Utility Expense Level (ANUEL); the FY2021 budgets are now held at 100% of the FY2020 funding level. HHA Fee Accountant, Dan Robillard, suggests doing nothing at this point, as our budget is already in the review process; if we feel we need to do a budget revision to expend the extra funding later in the year, we can easily do that.

Director Beaulieu had no major updates on COVID-19 measures at HHA. The air filters for HHA offices and BC and NOV community rooms were finally delivered, and the ones in the HHA offices are up and running. Director Beaulieu reported a correction from last month that the hand sanitizer dispensers are installed in all laundry rooms and the entryways of Norma Oliver Village, but we are still working on installing the dispensers in the entryways of Brigham Circle. We are behind due to staff capacity in the maintenance department. Commissioners agreed that the No Visitors Policy should remain in effect.

HHA must reappoint a Commissioner to the Community Preservation Committee as the HHA CPC appointee. Anne Marie Lourens was our most recent appointee; she is interested in maintaining this position. Upon a motion by Stephen Domenicucci, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY to appoint Anne Marie Lourens as the HHA Board of Commissioners appointee to the Community Preservation Committee, with a term to expire 12/31/2023.

DHCD announced yesterday that residents and staff of public and private low income and affordable senior housing have been prioritized in Tier 1 of Phase 2 of the COVID-19 vaccine rollout in Massachusetts. We

were also informed that if we would like to coordinate vaccine clinics onsite at our public housing developments, that there will be no overarching help from the state level. There is a call scheduled later this month with the Department of Elder Affairs to discuss the vaccination rollout further.

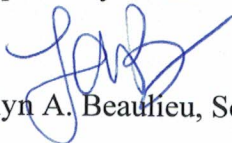
The legislation was finally signed into law on the LHA resident board member position that has been being reviewed and revised for several years. DHCD has requested LHAs to wait on guidance from them on implementation of the new regulation.

Executive Session: Chairman Johannes declared that today's meeting requires an Executive Session. Upon a motion by Anne Marie Lourens, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY by roll call to enter into executive session at 7:50 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:	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 adjourn at 7:58 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu, Secretary

