

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Bryan Johannes, called the meeting to order at 6:37 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/87426986248?pwd=dTFjTW54VmxaMngzNzVnR1JQZXNodz09>

Conference call-in details via telephone:

Meeting ID: 874 2698 6248 Meeting Password: 411160 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 Sarah Cressy, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the minutes of the January 14, 2021 Regular Meeting.

Director Beaulieu presented the Budget Comparatives report and quarterly operating statements for 10/1/2020 through 12/31/2020. Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the Budget Comparatives and Quarterly Operating Statements for 10/1/2020 through 12/31/2020, as presented.

Commissioners reviewed the Accounts Payable report for January 2021. Upon a motion by Anne Marie Lourens, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY by roll call to approve the Accounts Payable for January 2021, as presented.

The Board reviewed the Warrant to Transfer Funds for January 2021, the Payroll Warrants for December 2020 and January 2021, and the HAP Warrant for February 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
The Brigham Circle 667-1 Roof Replacement Project is currently out to bid with a bid opening scheduled for February 17, 2021.

Project 91-1 Norma Oliver Village Appliance Replacement development wide
Designer Andy Brockway will be visiting a few units at Norma Oliver Village next week to start the design process for the project. His visit will help determine the feasibility of removing the cabinets above the refrigerators.

Project FISH #141065: 689 49 Washington Street Window Replacement
The 49 Washington Street window replacement project is currently out to bid with a bid opening scheduled for February 19, 2021.

A public hearing for the HUD Capital Fund 5-Year Action Plan 2021-2025 has been scheduled for March 18, 2021 at 6:30 p.m. via Zoom. Commissioners reviewed the proposed plan, which is a carryover of the plan created and reviewed by the Board last year but was never brought to public hearing or submitted to HUD due to COVID-19.

Administrative staff member Allison Carroll is currently out on FMLA and expected to return to work in mid-March 2021.

The HHA FY2021 budget was approved by DHCD on January 28, 2021.

The vacant maintenance department position for Groundskeeper/Custodian has been advertised in several locations and we are currently collecting and reviewing resumes.

The FY2021 budget included money for a new maintenance vehicle. We have started reviewing state contracts and vehicle options, and are working out the pros and cons of different types of vehicles. As we only have one vehicle that can hold the sanding equipment, we are leaning toward another larger size truck that could also hold this equipment.

The Ford F350 truck died mid-snowstorm on Monday; there is a problem with the transmission. It was towed off property to Acton Ford and we are awaiting word on the cost for repairs. If necessary, Director Beaulieu will approve repair costs over \$5,000 as an Emergency Procurement, as this vehicle is very much needed for snow removal as the only current HHA vehicle that can hold the sanding equipment.

Director Beaulieu presented the quote from Residence Property Services, Inc. for the proposed front office renovation to adhere to COVID-19 social distancing and sanitizing guidelines. Maintenance Supervisor Jon Orkiseski reached out to six different contractors for quotes on this project; Residence was the only contractor to provide a quote. We have worked with Residence on past projects and Director Beaulieu feels comfortable moving forward with this company. Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to accept the quote from Residence Property Services, Inc. in the amount of \$9,800 for the HHA COVID-19 front office renovation, and authorize Director Jaelyn Beaulieu to issue a Notice to Proceed and remit payment upon satisfactory completion.

Governor Baker announced that public and private low-income and affordable senior housing facilities are now prioritized in Tier 2 of Phase 2 of the COVID-19 vaccine rollout. We are working with the Hudson Health Department to locate a community partner, and have secured AFC Urgent Care in Marlborough to hold on-site vaccine clinics at Brigham Circle and Norma Oliver Village. We created and sent out a survey to all residents of Brigham Circle and Norma Oliver Village to determine how many of our residents would like to participate in the clinics, and so far, it seems many would participate. We are still waiting on Governor Baker to announce that Phase 2, Tier 2 is activated to move forward with scheduling the clinics, but have been told the announcement should come by the end of the month.

Commissioners agreed that the COVID-19 No Visitors Policy should remain in effect.

HUD issued notice PIH 2020-33 again updating the HUD COVID-19 waivers for federal housing programs. Main updates affecting HHA include the extension of already-adopted waivers and some requirements for documentation with Section 8 program unit inspections. Notices have been posted on our website. Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY to adopt the updated HUD COVID-19 waivers pursuant to PIH-2020-33, as presented.

Chairman Bryan Johannes reported that he has completed his DHCD Board member training.

Upon a motion by Sarah Cressy, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the minutes of the January 14, 2021 Executive Session Meeting.

Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to adjourn at 7:43 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'JAB', with a horizontal line extending to the right.

Jaclyn A. Beaulieu, Secretary

