

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Bryan Johannes, called the meeting to order at 6:36 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/84821580537?pwd=MVJLaFplS0tnVkxSUzNRaE05QVpuUT09>

Conference call-in details via telephone:

Meeting ID: 848 2158 0537 Meeting Password: 040328 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 February 4, 2021 Regular Meeting.

Director Beaulieu presented the Budget Comparatives report and quarterly operating statements for 10/1/2020 through 1/31/2021. Upon a motion by Sarah Cressy, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the Budget Comparatives for 10/1/2020 through 1/31/2021, as presented.

Commissioners reviewed the Accounts Payable report for February 2021. 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 February 2021, as presented.

The Board reviewed the Warrant to Transfer Funds for February 2021, the Payroll Warrants for February 2021, and the HAP Warrant for March 2021. Chairman Johannes will sign the 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 being re-bid due to an error in advertisement of the first bid. The re-bid went live on 3/3/21 and the bid opening is scheduled for 12:00 p.m. on 3/18/21.

Project 91-1 Norma Oliver Village Appliance Replacement development wide
Andrew Brockway & Associates submitted a fee proposal as part of the current Agreement Between Owner and Design Professional for Modernization Technical Assistant Services for work on the Norma Oliver Village appliance replacement project. Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the fee proposal totaling \$8,000 from Andrew Brockway & Associates for the appliance replacement project at Norma Oliver Village, and to assign Jaclyn Beaulieu as contract officer, and Bryan Johannes as secondary contract officer.

Project FISH #141065: 689 49 Washington Street Window Replacement

The bid opening for this project was 2/19/21 and the lowest responsive bidder was BuildEx Construction, Inc. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY by roll call, based on the recommendation of NE RCAT Project Manager Jeffrey Baxter, to award the 689 (49 Washington Street) Window Replacement Project, FISH #141065, to BuildEx Construction Inc. in the quoted amount of \$33,600, including Alternate No. 01, and to assign Executive Director, Jaclyn A. Beaulieu as Contract Officer, and Chairman, Bryan Johannes, as secondary Contract Officer.

Due to the COVID-19 pandemic, we never formally adopted the 2020 HUD income limits. Upon a motion by Sarah Cressy, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to adopt the 2020 revised income limits for the Housing Choice Voucher (HCV)/Section 8 program and the federal public housing program., retroactively effective to April 1, 2020, as follows:

Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low (30%)	26,850	30,700	34,550	38,350	41,450	44,500	47,600	50,650
Very Low (50%)	44,800	51,200	57,600	63,950	69,100	74,200	79,300	84,450
Low (80%)	67,400	77,000	86,650	96,250	103,950	111,650	119,350	127,050

DHCD issued PHN 2021-01 as guidance on the Town Appointed Tenant Board Member seat on LHA boards of commissioners. Director Beaulieu is working with Town Clerk Joan Wordell on interpreting the guidance in relation to HHA and will report back on progress. It looks like this position will be filled by the current HHA vacancy; steps include HHA outreach to program participants, the opportunity for program participants to submit letters of interest, and a vote to appoint by the Board of Selectmen.

Marcum, LLP is performing our FY2020 audit; most of the audit is being performed remotely, with one auditor scheduled to come to the HHA office for file review on 3/22/21.

The Brigham Circle 2021 annual recertifications were completed and effective for March 1. The net change in tenant rents resulted in an additional \$6,796 per month.

The Board reviewed Director Jaclyn Beaulieu's Executive Director Memorandum of Agreement for At-Will Employment. It was originally prepared in 2017 and approved in 2018. Because it is an at-will agreement, there is no expiring contract length. Director Beaulieu's salary is reviewed periodically when DHCD releases updated Executive Director Salary Guidelines.

HHA is holding interviews for the open Groundskeeper/Custodian maintenance position this week.

After speaking with the maintenance department on their needs for a new maintenance vehicle, Director Beaulieu suggests switching from the purchase of a maintenance truck to a maintenance van. The maintenance team feels it would be more useful as we already have two trucks, and a van would allow them to more easily transport their frequently-used tools and supplies between properties. Everyone in agreement that the purchase of a van sounds like a good idea.

HHA will be holding two on-site COVID-19 vaccine clinics (one at Brigham Circle, one at Norma Oliver Village) on Friday, March 12, 2021. HHA staff has been reaching out to all of our residents who submitted

surveys back to our office that they would be interested in an on-site vaccine clinic at HHA, and it looks like we have about 85/126 interested households at Brigham Circle, and 60/92 interested household at Norma Oliver Village. The vaccine clinics are being held in conjunction with the Hudson Health Department and AFC Urgent Care in Marlborough.

The front office renovation is complete, and the staff is very happy with the outcome. We look forward to opening our office back up to the public over the next several weeks.

The Annual Plan public hearing date will be Thursday, June 3, 2021 at 6:30 p.m. The hearing will be advertised 45 days prior to the hearing.

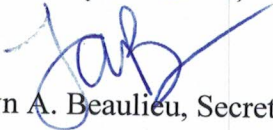
HUD published the 2021 Capital Fund Program grants. HHA has been awarded \$196,510 by HUD for capital improvements to Norma Oliver Village. Acceptance of the grant is required by the Town; this topic is being presented to the Board of Selectmen on 3/8/21.

Director Beaulieu is working on updating the Citizens Bank signatories to properly reflect the current HHA Board and will report back once she gets signature cards for everyone to sign.

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 8:09 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu, Secretary

