

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Bryan Johannes, called the meeting to order at 6:32 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/89917901952?pwd=cWU0YXgvUUZOMjArY1dnMEVUbWttZz09>

Conference call-in details via telephone:

Meeting ID: 899 1790 1952 Meeting Password: 847044 One tap mobile: + 13126266799, 16465588656, 13462487799, 16699009128, 12532158782, 13017158592

Members Present: Bryan Johannes, Stephen Domenicucci, Sarah Cressy, Anne Marie Lourens, Cynthia Janeiro-Ehlke

Members Absent: N/A

Others Present: Jaclyn A. Beaulieu, public attendees

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 4-0-1 by roll call to approve the following sets of minutes:

- April 29, 2021 Special Meeting
- April 29, 2021 Executive Session Meeting
- May 6, 2021 Executive Session Meeting
- May 11, 2021 Special Meeting
- May 11, 2021 Executive Session Meeting
- June 3, 2021 Regular Meeting

Cynthia Janeiro-Ehlke abstained from the vote.

Director Beaulieu presented the Budget Comparatives report for 10/1/2020 through 5/31/2021. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY by roll call to approve the Budget Comparatives for 10/1/2020 through 5/31/2021, as presented.

Commissioners reviewed the financial report for Assabet Valley Affordable Housing (AVAH) through 3/31/2021. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY to approve the 3/31/2021 final report for AVAH.

Commissioners reviewed the Accounts Payable report for June 2021. Upon a motion by Sarah Cressy, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY by roll call to approve the Accounts Payable for June 2021, as presented.

Commissioners reviewed the Warrants to Transfer Funds for April 2021, May 2021, and June 2021, the Payroll Warrants for April 2021, May 2021, and June 2021, and the Housing Assistance Payments Warrants for June 2021 and July 2021. There were no comments. Chairman Johannes will sign the warrants at a later date.

Project FISH #141063: 667-1 Brigham Circle Roof Replacement Development Wide project
Construction on the Roof Replacement project started on 6/28/2021 and is continuing for the next few weeks.

Project 91-1 Norma Oliver Village Appliance Replacement development wide Designer Andrew Brockway is working on the new front-end documents for the two new separate projects: the goods procurement of the appliances and the construction procurement of the installation of the wall ovens and stove vent hoods.

Project FISH #141065: 689 49 Washington Street Window Replacement

Construction is complete on this project. There were no items noted in the post-construction walk-through. Substantial completion payment was issued to the contractor. We are waiting on a Certificate of final completion for Board approval.

Project 167 8 Irving Street Boiler Replacement

No update. Director Beaulieu has reached out to the contact(s) for an update and has not yet heard back.

HHA Front Office Door Replacement Project

The door was installed on June 21 and is having intermittent issues with the opener and the lock. We are waiting on the contractor to come back out and adjust the door.

Commissioners noted the resignation of Maintenance Mechanic Peter Wolochowicz effective 6/25/2021.

Commissioners noted the promotion of John Bucciaglia from Groundskeeper/Custodian to Maintenance Mechanic effective 7/5/2021.

The job advertisement for maintenance department Groundskeeper/Custodian vacancy has been posted in several locations. We are currently accepting resumes and will be scheduling interviews.

Commissioners reviewed the FYE 9/30/2020 federal Single audit and state Agreed Upon Procedures (AUP) results. There were no findings or comments on either audit report. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY by roll call to accept the results of the FYE 9/30/2020 Single Audit and Agreed Upon Procedures (AUP) audit performed by Marcum LLP, as presented.

Director Beaulieu presented an updated HHA Air Conditioner Policy. The current policy states that residents must request permission from HHA to install an air conditioner; this is an administrative burden on the office. The new policy removes the required permissions to have an air conditioner and instead just lists the rules for having an air conditioner. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY by roll call to adopt the HHA Air Conditioner Policy, as presented.

Commissioners discussed returning to in-person meetings or continuing virtual meetings. Upon a motion by Sarah Cressy, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY by roll call to continue with virtual Board meetings through the remainder of the HHA fiscal year ending on 9/30/2021, and to return to in-person meetings with the start of our new FY2022 fiscal year in October 2021.

Director Beaulieu updated the Board on HHA progress on tenant concerns addressed at the 6/3/21 meeting:

Director Beaulieu and Maintenance Supervisor Jon Orkiseski researched available chair and table options that would meet the desires of the residents, HHA maintenance department, and HHA budget for the Norma Oliver Village community center. Director Beaulieu presented a comparison of 3 different chair options. Resident Mary Lou McKeone expressed that she liked option 3 the best. Given there was no other feedback, commissioners agreed to move forward with the purchase of chair option #3. Director Beaulieu will order 3 sets of 25 chairs. Resident McKeone expressed a desire for small square tables for the community center.

Director Beaulieu will order a combination of both small square tables and 6 foot rectangular tables to replace the old tables currently in the Center.

Director Beaulieu has signed a new contract to upgrade the internet speed in the Norma Oliver Village community center and add basic cable to the Center. Installation is scheduled for 7/13.

Director Beaulieu has begun gathering Community Center Use policies from other housing authorities, but has not yet had a chance to review them. Resident McKeone would like to submit information and feedback in preparation of this policy; Commissioner Cressy requested Ms. McKeone to submit any relevant information by 7/29/21.

Director Beaulieu and Maint. Supervisor Orkiseski have been reviewing signage options to address the speeding concerns at Norma Oliver Village and hope to have them ordered in the next week.

There were no updates yet on the Norma Oliver Village garden.

COVID-19 Update

There was no update other than that HHA is for the most part back to “normal” operating procedure. Chairman Johannes added that from his perspective, HHA staff did a great job keeping our residents safe through the pandemic.

Commissioners noted that the maintenance van was involved in an accident on 6/14/2021. There was no fault by HHA; the van was rear-ended while stopped at a stoplight. There was minor damage to the back of the van; repairs are scheduled for August.

Commissioners noted resident concerns with cleanliness in common areas at Norma Oliver Village. There were resident comments made on the hallways and laundry room in building 3 not being clean, and the back stairwell in building 5 not being clean.

Resident McKeone commented that the Board should review all resumes and advise Director Beaulieu on hiring. Commissioner Cressy explained that she does not feel that is the job of the Board. Director Beaulieu confirmed that it is the Executive Director’s job to do the hiring for the Agency.

Resident Mayo commented on the HHA’s recent response to a town-wide power outage during a heat wave that affected Norma Oliver Village. Ms. Mayo feels that HHA should have an automatic generator at the community center instead of the generator we currently have. She also feels that HHA should have knocked on every apartment door to check on every resident. Director Beaulieu explained that HHA was monitoring the situation closely throughout the outage, and had staff on site with frequent building walk-throughs. Director Beaulieu also commented that Norma Oliver Village is an independent living community. Signage was posted to alert residents that there was air conditioned space available in the community center for anyone who wished to use it. Director Beaulieu also delivered bottled water to the community center for resident use. Commissioner Cressy suggested tabling a discussion on the generator to the August meeting.

Resident McKeone commented that she would like the HHA Board to entertain resident feedback for 15-20 minutes at the beginning of every meeting.

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY by roll call to adjourn at 8:17 p.m.

Respectfully submitted,
Jaclyn A. Beaulieu, Secretary



