

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/84563045058?pwd=YWdPMjFwZDJOTUNjV3NjZEtVzE0QT09>

Conference call-in details via telephone:

Meeting ID: 845 6304 5058 Meeting Password: 974276 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. Commissioner Domenicucci was having technical difficulties and requested Chairman Johannes start without him. 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 4-0 by roll call to approve the minutes of the July 8, 2021 regular meeting.

Director Beaulieu presented the Budget Comparatives report and quarter end reports for 10/1/2020 through 6/30/2021. Upon a motion by Sarah Cressy, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY 4-0 by roll call to approve the Budget Comparatives and quarter end reports for 10/1/2020 through 6/30/2021, as presented.

Stephen Domenicucci entered the meeting.

Commissioners reviewed the Accounts Payable report for July 2021. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 5-0 by roll call to approve the Accounts Payable for July 2021, as presented.

Commissioners reviewed the Warrant to Transfer Funds for July 2021, the Payroll Warrants for July 2021, and the Housing Assistance Payments Warrant for August 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 is still ongoing with one building left to complete. We expect construction to be done by next week.

Project 91-1 Norma Oliver Village Appliance Replacement development wide
Designer Andrew Brockway finished a draft of the front-end documents for the goods procurement of the appliances that is currently under review. We hope to go out to bid in the next couple weeks.

Project FISH #141065: 689 49 Washington Street Window Replacement

The Certificate of Final Completion has been signed off on by the contractor, the project designer, and the RCAT project manager. Upon a motion by Stephen Domenicucci, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve the Certificate of Final Completion on the 49 Washington St Window Replacement project and to issue final payment to the contractor in the amount of \$1,680.00.

Project 167 8 Irving Street Boiler Replacement

Director Beaulieu signed a NTP to allow GEM Plumbing and Heating Services to replace the boiler and water heater at 8 Irving Street through the LEAN program. No cost was incurred to HHA. Construction took place from 7/28-7/30/21 to install the new boiler and water heater; there were no reported issues with installation.

HHA Front Office Door Replacement Project

The front office door is now fully operational. It will be painted in the next few weeks.

Project 689 49 Washington Street bathroom upgrade project (FISH #141069)

This project is being managed by RCAT. An initial walk through of the property took place a few weeks ago to determine which bathroom should be prioritized for the project. An initial work order was created, and a scope of services was created and approved by RCAT. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY by roll call to approve Architectural Consulting Services, LLC as the designer for the 49 Washington Street bathroom upgrade project.

Project 167 8 Irving Street Deck Repairs (FISH #141062)

This project is being completed as small project (under \$10k). We are still working with contractors to obtain quotes for construction. HHA will be purchasing and supplying the supplies to the selected contractor.

Commissioners noted the start date of August 2, 2021 for Lucas Breton as Groundskeeper/Custodian in the maintenance department.

Director Beaulieu presented updated HUD COVID-19 Waiver adoptions and updated HHA policies including the Admissions and Continued Occupancy Policy (ACOP), Section 8 Housing Choice Voucher (HCV) Administrative Plan, and federal Grievance Policy. HUD COVID-19 waivers for the federal public housing program and the Section 8 HCV Program were updated per PIH Notice 2021-14; major updates include extending the applicability period of the waivers. Major updates in the ACOP include incorporating HHA policy for virtual hearings and briefings. Major updates to the HCV Administrative Plan include incorporating HHA policy on virtual hearings and briefings, updating HQS policy in relation to federal lead laws, and allowing families to be held harmless if the payment standard decreases. Upon a motion by Sarah Cressy, duly seconded by Anne Marie Lourens, the Board voted UNANIMOUSLY by roll call to approve and adopt agenda item 6(b) in its entirety, including the updated HUD COVID-19 waivers per PIH Notice 2021-14, and the updated Admissions and Continued Occupancy Policy, Section 8 Housing Choice Voucher Administrative Plan, and federal Grievance Policy, as presented.

Commissioners reviewed the updated Violence Against Women Act (VAWA) Policy that incorporates DHCD's PHN 2020-39, which describes Housing Authority obligations relating to domestic violence, rape, sexual assault, and stalking under Massachusetts Law. The policy was updated to include the state regulations into the current federal policy, and is now applicable to both state and federal programs administered by HHA. Upon a motion by Sarah Cressy, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY by roll call to adopt the updated Violence Against Women Act (VAWA) Policy, as presented.

Commissioners noted the scheduling of Brigham Circle and Norma Oliver Village summer cookouts. Director Beaulieu invited commissioners to contact her directly if they would like to attend.

Annual rent recertifications, effective September 1, 2021, for Norma Oliver Village are almost complete. Net monthly increased rental income to HHA is approximately \$700.

We have been seeing increased unit turnover the past couple months; there are currently 2 vacant units at Norma Oliver Village and 4 vacant units at Brigham Circle. Our maintenance team does most of the unit turnover in-house, so Director Beaulieu asked everyone's patience with the maintenance team while they focus on turning over these units.

Director Beaulieu updated the Board on HHA progress on tenant concerns addressed at the 7/8/21 meeting:

The chairs for the Norma Oliver Village community center were delivered and have started being unwrapped by Maintenance. The tables were just delivered today. The television is on order for installation soon. The internet has been upgraded and basic cable has been established in the community center.

We are still gathering information for the Community Center Use policy and hope to have something to present at the next meeting.

We have purchased speed limit and "slow" signs for Norma Oliver Village; two have been installed so far, more are on order. Residents are still witnessing speeding. Commissioners discussed the viability of portable speed bumps; consensus was that may not be a good solution as it impedes emergency vehicles. Commissioners discussed solar-powered lights for the road signage; we will look into cost and feasibility.

HHA maintenance cleaning checklists have been placed in each Norma Oliver Village laundry room. Each week, HHA maintenance will check off which items were completed. Resident feedback was that there seemed to be a positive response to the checklists and the current cleaning schedule.

There was no feedback or comments on the Norma Oliver Village community center generator.

Other Business:

Chairman Johannes reported that he met a resident of Brigham Circle today, who reported that she was very happy with her accommodations at Brigham Circle and appreciates the HHA staff and the work that they do.

Commissioner Lourens announced that the September 2021 meeting will be her last meeting as an HHA commissioner; due to personal reasons, she feels she needs to step down from the HHA Board.

Executive Session:

There was no executive session.

Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY by roll call to adjourn at 7:45 p.m.

Respectfully submitted,


Jaclyn A. Beaulieu, Secretary

