

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/89744810004?pwd=ZDBOdIUwcFFOMCtPZEVObjFhdFBaZz09>

Conference call-in details via telephone:

**Meeting ID: 897 4481 0004 Meeting Password: 420388** One tap mobile: + 13126266799, 16465588656, 13462487799, 16699009128, 12532158782, 13017158592

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

Members Absent: N/A

Others Present: Jaclyn Beaulieu, HHA fee accountant Dan Robillard, 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 Stephen Domenicucci, the Board voted UNANIMOUSLY 4-0 by roll call to approve the minutes of the January 20, 2022 regular meeting.

HHA fee accountant Dan Robillard presented the updated Executive Director Salary and Qualifications Schedule and the FY2022 Budget proposals, which included DHCD's allowable 4% increase to the Allowable Non-Utility Expense Level (ANUEL).

The updated Executive Director Salary and Qualifications Schedule provides an increase to the Unit-Based Salary for Massachusetts Local Housing Authority executive directors that is intended to maintain and reflect market competitiveness and the equity of executive director pay for the future. The presented FY2022 Executive Director Salary and Qualifications Schedule results in a calculated salary maximum of \$101,011 for the Executive Director position at HHA. Upon a motion by Bryan Johannes, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 4-0 by roll call to approve the fiscal year 2022 Executive Director Salary Calculation Worksheet, as presented, including a Board-Approved salary of \$101,011 for Executive Director Jaclyn Beaulieu, retroactive to 10/1/2021.

FY2022 Budgets were presented in consideration of approval as follows:

MOTION: Bryan Johannes moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number **400-1** for fiscal year ending 09/30/2022 showing total revenue of \$ 652,986 and total expenses of \$ 629,487 thereby requesting a subsidy of \$5,670, and further that the Executive Director's total annual salary of \$101,011 for fiscal year ending 9/30/2022 be submitted to the Department of Housing and Community Development for its review and approval. Cynthia Janeiro-Ehlke seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

MOTION: Bryan Johannes moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number **689-1** for fiscal year ending 09/30/2022 showing total revenue of \$ 59,004 and total expenses of \$ 50,060 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$101,011 for fiscal year ending 9/30/2022 be submitted to the Department of Housing and Community Development for its review and approval. Stephen Domenicucci seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

MOTION: Bryan Johannes moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number **MRVP** for fiscal year ending 09/30/2022 showing total revenue of \$ 17,400 and total expenses of \$ 16,714 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$101,011 for fiscal year ending 9/30/2022 be submitted to the Department of Housing and Community Development for its review and approval. Cynthia Janeiro-Ehlke seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

Bryan Johannes moved to approve the resolution for the Hudson Housing Authority federal programs budget for fiscal year ending 9/30/2022, as presented. Sarah Cressy seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

The Board reviewed the quarterly operating statements for period 10/1/2021 through 12/31/2021. Upon a motion by Bryan Johannes, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to approve the quarterly operating statements for 10/1/21 through 12/31/21, as presented. The Board will review budget comparatives at the next meeting.

The Board reviewed the quarterly budget comparative report for Assabet Valley Affordable Housing (AVAH) for period 10/1/2021 through 12/31/2021. Upon a motion by Bryan Johannes, duly seconded by Sarah Cressy, the board voted UNANIMOUSLY 4-0 to approve the AVAH budget comparatives, as presented.

Commissioners reviewed the Accounts Payable report for January 2022. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 4-0 by roll call to approve the Accounts Payable report for January 2022, as presented.

Commissioners reviewed the Warrant to Transfer Funds for January 2022, the Payroll Warrants for January 2022, and the Housing Assistance Payments Warrant for February 2022. There were no comments. Chairman Johannes will sign the warrants at a later date.

Project 667-1&2 Brigham Circle Call Box Replacement (FISH #141071)  
DHCD is currently processing a contract execution with OWL Engineers for the design contract.

Project 91-1 Norma Oliver Village Appliance Replacement development wide  
Commissioner Cressy and Director Beaulieu both spoke with representatives from Hudson Appliance on availability of appliances in the current market. Hudson Appliance feels that although they do not have all of the appliances on hand to complete our order, that they could obtain them in a reasonable time and would be interested in bidding on this project. Several items were discussed that need to be clarified with HHA designer Andrew Brockway before we could move forward with another rebid; we will discuss these items with Mr. Brockway and report back at a later date on plans going forward.

Project 91-1 Norma Oliver Village Common Stairway Upgrade  
Designer Brockway is still working on the design for this project. We may proceed with a mockup before moving forward with a bid; Director Beaulieu will report back at the next meeting.

Project FISH #141065: 689 49 Washington Street Bathroom Upgrade project (FISH #141069)  
We received three bids on this project. After a review of the bid package and reference check, RCAT has recommended HHA move forward with accepting the low bid from Northeast Construction Inc. Upon a motion by Bryan Johannes, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY to accept the bid from Northeast Construction Inc. and enter into a contract for the 49 Washington Street bathroom upgrade project in the amount of \$31,950, with Executive Director Jaclyn Beaulieu as contract officer and Chairman Bryan Johannes as secondary contract officer.

The Board reviewed the results of the FY21 DHCD Performance Management Review (PMR) Desk Audit. Several areas of the desk audit were not reviewed due to COVID-19; all areas of the desk audit that were reviewed were passed by HHA – there was no corrective action given in any area.

Director Beaulieu updated the Board on tenant concerns addressed at the 1/20/22 meeting:

The Board reviewed three quotes for solar powered radar speed signs for Norma Oliver Village; all three quotes were similar in cost and under \$5,000. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to authorize Executive Director Jaclyn Beaulieu to purchase a solar-powered radar speed sign for Norma Oliver Village, not to exceed the highest quote presented at this meeting, with input and recommendation from HHA Maintenance Supervisor Jon Orkiseski.

Other Business:

HHA Fee Accountant Dan Robillard has submitted a proposal for a 2-year contract extension for his services. Not all commissioners have had time yet to review; we will defer this business to the next meeting.

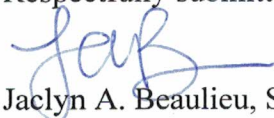
The next HHA meeting will be Thursday, March 10, 2022, and the April meeting including the Norma Oliver Village public hearing is set for April 7, 2022.

Executive Session:

There was no executive session.

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY by roll call to adjourn at 8:05 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu, Secretary

