

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 at the Norma Oliver Village Community Center, 4 Glen Road, Hudson, MA 01749.

Members Present: Bryan Johannes, Stephen Domenicucci, Sarah Cressy, Christine Dimare
Members Absent: Cynthia Janeiro-Ehlke
Others Present: Jaclyn Beaulieu, public attendees

Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to approve the minutes of the April 13, 2023 regular meeting.

The Board noted receipt of the quarterly operating statements 10/1/22 through 3/31/23.

The Board reviewed the Budget Comparative report 10/1/2022 through 3/31/2023. Upon a motion by Christine Dimare, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 4-0 to approve the HHA budget comparatives for 10/1/2022 through 3/31/2023, as presented.

Commissioners reviewed the Accounts Payable report for April 2023. Upon a motion by Stephen Domenicucci, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 4-0 to approve the Accounts Payable report for April 2023, as presented.

Commissioners reviewed the Warrants to Transfer Funds for April 2023, the Payroll Warrants for April 2023, and the Housing Assistance Payments Warrants for May 2023. There were no comments and the warrants were signed by Chairman Johannes.

Project 667-2 Brigham Circle Window Replacement Project (FISH #141072)
The schematic design was submitted by Architect Brockway and is currently under DHCD review.

Project 667-2 Brigham Circle ARPA Federal Pacific Replacement and Fire Alarm Upgrade (FISH #141073)
The schematic design submitted by BLW Engineers is still under review by DHCD and BLW Engineers.

Project 91-1 Norma Oliver Village Appliance Replacement development wide
We are currently working with the contractor on a final change order for the extra services rendered in relation to the installation of the vent hoods and ADA appliances.

Project 91-1 Norma Oliver Village Window Replacement Project
Currently is currently ongoing. Buildings 1-3 are finished as well as most of Building 4.

One of the accessible units at Norma Oliver Village is currently vacant and we would like to upgrade the bath to a roll-in shower that is fully ADA accessible. After seeking 3 quotes, only one vendor could provide both the shower unit and installation of said shower unit to meet our specifications; this vendor is Bath Fitter. Upon a motion by Sarah Cressy, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 4-0 to approve payment to Bath Fitter Bridgewater Inc. dba Bath Fitter upon satisfactory completion of installation of a roll-in shower unit at Norma Oliver Village per proposal #41159657 in the amount of \$8,398.00, and to name Jaclyn Beaulieu as contract officer on this contract.

The Board noted receipt of DHCD PHN 2023-05 “New Inspector General Guidance Regarding Fiscal Responsibilities of LHA Board Members.”

The Board reviewed the updated HHA Personnel Policy that was updated by Atty. Randazzo using feedback from the Board at the last meeting. Upon a motion by Sarah Cressy, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 4-0 to adopt the HHA Personnel Policy, as presented.

The new Personnel Policy incorporates updated policies to replace several old policies currently in effect. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to rescind the following policies: Travel Policy, Progressive Discipline Policy, Computer Policy, Sexual Harassment Policy, Credit Card Policy.

Director Beaulieu updated the Board on resident matters:

We are still waiting on a date from the contractor for installation of the wiring for the key fob system.

For the Love of K Gardens has installed a beautiful raised bed garden at Norma Oliver Village that includes 12 raised garden beds. They came out to both Brigham Circle and Norma Oliver Village a couple weeks ago with several volunteers and many donated vegetable plants and helped residents plant their spring gardens. They will be back in June with another round of summer plants. We are very thankful for this organization – our residents are very excited to grow their own food this summer!

The Board noted receipt and understanding of the Norma Oliver Village lease and Smoke Free Housing Policy.

Chairman Johannes opened the floor to public attendee comments:

Public attendee M. McKeone spoke and asked the Board to familiarize themselves with RAB as part of housing policy. She provided each board member with an internet printout of related regulations. She also requested signage around the property at Norma Oliver Village reminding residents that per the Policy, there should be no smoking within 25 feet of any building. Chairman Johannes asked Director Beaulieu to look into signage to meet this request. Ms. McKeone also expressed her interest in making the property smoke free.

Public attendee L. MacNeil expressed concern over someone smoking in her building. Chairman Johannes referred her to speak directly to Director Beaulieu on the matter.

Public attendee F. Ryan asked for a status update on the garden fence at Norma Oliver Village. Our maintenance department is working on obtaining quotes. Ms. Ryan offered her assistance, if needed.

Other Business:

We need to call a meeting of the board of directors of Assabet Valley Affordable Housing, Inc. (AVAH) to discuss several topics. The meeting will be June 15, 2023 at 6:30pm in the HHA conference room at 8 Brigham Circle. HHA counsel will be in attendance. Director Beaulieu to reach out to current AVAH board members.

There will be a public hearing on a significant amendment to the Admissions and Continued Occupancy Policy (ACOP) for Norma Oliver Village on July 13, 2023 at 6:30 pm at the Norma Oliver Village community center

in conjunction with the July board meeting.

The next meeting will take place on Thursday, June 8, 2023 at 6:30 p.m. at the Brigham Circle community center, 6 Brigham Circle, Hudson, MA. This meeting will include a public hearing on the Hudson Housing Authority state housing Annual Plan FY24.

Executive Session: None.

Upon a motion by Sarah Cressy, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 4-0 to adjourn at 7:28 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jaelyn A. Beaulieu', written over a horizontal line.

Jaelyn A. Beaulieu, Secretary

