

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Bryan Johannes, called the meeting to order at 6:40 p.m.

The meeting took place at the Brigham Circle Community Center, Hudson, MA 01749.

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

Members Absent: N/A

Others Present: Jaclyn Beaulieu, public attendees

Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 5-0 to approve the minutes of the June 9, 2022 regular meeting.

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted 4-0-1 to approve the minutes of the July 14, 2022 regular meeting. Christine Dimare abstained.

The Board received copies of the quarterly operating statements 10/1/2021 through 6/30/2022.

The Board reviewed the Budget Comparative report 10/1/2021 through 7/31/2022. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 5-0 to approve the HHA budget comparatives for 10/1/2021 through 7/31/2022, as presented.

Commissioners reviewed the Accounts Payable report for July and August 2022. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to approve the Accounts Payable report for July 2022, as presented. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to approve the Accounts Payable report for August 2022, as presented.

Commissioners reviewed the Warrants to Transfer Funds for July 2022, the Payroll Warrants for July 2022 and August 2022, and the Housing Assistance Payments Warrant for August 2022 and September 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)

The Call Box Replacement Project is currently out to bid with a bid opening scheduled for Thursday, 9/15/2022 at 11:00 a.m. Estimated construction cost is \$98,000.

Project 91-1 Norma Oliver Village Appliance Replacement development wide

The specifications for the appliances in the bid package are being reviewed by architect Brockway to verify availability and relevance of specified appliances to determine if we need to make any changes before going back out to bid.

Project 91-1 Norma Oliver Village Common Stairway Upgrade

This project is currently under construction with contractor DDC Construction, Inc. Painting is also underway and flooring is scheduled to start next week.

Project FISH #141069: 689 49 Washington Street Bathroom Upgrade project (FISH #141069)

The final walk-through was conducted and several items were noted on the punch list. The contractor has started work on the noted items. HHA maintenance and RCAT are overseeing progress.

Commissioners noted HHA's award by HUD of three (3) new Section 8 Housing Choice Vouchers (HCV) added to our Annual Contribution Contract (ACC) as of 10/1/2022.

HHA pays a Payment in Lieu of Taxes (PILOT) to the town of Hudson for our 689 program properties (49 Washington Street and 8 Irving Street). We currently owe payment for years 2020-2022. The 2020 PILOT is \$1,732.88; the 2021 PILOT is 1,732.80; the 2022 PILOT is \$1,726.88. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 5-0 to remit payment to the town of Hudson for the 2020, 2021, and 2022 PILOT for the HHA 689 program properties in the amount of \$5,192.56.

HHA pays PILOT to the town of Hudson for our federal public housing property, Norma Oliver Village. We currently owe PILOT for 2020 in the amount of \$31,706.00 and 2021 in the amount of \$35,100.00. Upon a motion by Sarah Cressy, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 5-0 to remit payment to the town of Hudson for the 2020 and 2021 PILOT for Norma Oliver Village in the amount of \$66,806.00.

Commissioners reviewed the aging accounts in Tenant Accounts Receivable for Brigham Circle and Norma Oliver Village as of 9/30/2021. Upon a motion by Stephen Domenicucci, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to write off \$4,728 as of 9/30/21 in Brigham Circle 667 aging accounts. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 5-0 to write off \$1,081 as of 9/30/21 in Norma Oliver Village 91-1 aging accounts.

DHCD provided a \$45/unit budget exemption in the FY22 budget guidelines for the purchase of cooktop fire suppressors for state public housing units. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 5-0 to purchase 270 cooktop fire suppressors from Warren Watts Technology, LLC in the amount of \$5,570.00 for use at Brigham Circle. Commissioners requested Director Beaulieu to look into getting these for Norma Oliver Village also.

The FY22 budget included the purchase of a new lawn tractor; budgeted amount is \$25,000. HHA has ordered a John Deere x758 tractor plus parts via Quote ID 27134847 prepared subject to the MA OSD FAC116: Lawns and Grounds Equipment, Parts & Service statewide purchasing contract from Deere & Company C/O United Ag & Turf. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to remit payment to Deere & Company C/O United Ag & Turf upon delivery of the ordered John Deere x758 tractor plus parts and receipt of invoice in conjunction with Quote ID 27134847 prepared subject to MA OSD FAC116 for a total due price of \$22,680.84.

MA housing authority employees currently do not have access to dental and vision benefits through the Group Insurance Commission (GIC) like they do health insurance; there is no history of these benefits being provided through HHA. A large number of MA housing authorities have created a group called ALPHA (Association of Local and Public Housing Authorities) to procure dental and vision insurance plans at an affordable group cost; Metlife has been chosen as the current vendor. HHA currently pays 75% of employee health insurance premiums; employees pay 25%. Covering 75% of premiums for dental and vision plans to mirror health insurance plans would incur a relatively small cost to HHA; HHA Fee Accountant Robillard has been consulted and HHA can afford this cost. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to amend HHA employee fringe benefits to add a 75% employer coverage of HHA employee dental and vision premiums for plans procured through ALPHA, with a current vendor of Metlife.

The Language Access Plan (LAP) requires biennial updates to take into consideration changes in LEP populations and additional resources available to the HHA. Attorney Manette Donovan was hired to update

our LAP; the updated LAP was presented to the Board. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to adopt the amended Language Access Plan, as presented.

The HHA shall have an affirmative action goal. Pursuant to DHCD, the AA Goal pursuant to the PHN 2021-14 is 18.2% (MSA Minority %) and the HHA is at 4% in its state assisted public housing. Therefore, the HHA must adopt a goal of 1 in 5 (20%) minority placement rate. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted 4-1-0 to adopt the FY23 affirmative action goal of 18.2% and affirmative action minority placement rate of 1 in 5 (20%). Commissioner Domenicucci against.

HHA must have a Fair Housing Marketing Plan (FHMP) for state housing programs. If the population of minority households in the LHA's housing (by program) is significantly below the larger general population, the LHA shall update and implement its FHMP to ensure affirmative outreach to the minority group. Commissioners reviewed the FHMP prepared by Atty. Manette Donovan. Upon a motion by Sarah Cressy, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to adopt the Fair Housing Marketing Plan for state housing programs, as presented.

Director Beaulieu updated the Board on tenant concerns addressed at recent HHA meetings:

Tenant concerns of a rat on the property led to a discovery of more rats on the property; the cause of the rats is bird feeders on the property that leave seed on the ground. Residents were asked to remove all bird feeders from the property.

Norma Oliver Village Resident Council
No status updates to report.

Other Business:

Chairman Johannes opened the floor to public attendees to make comments or ask questions.

Norma Oliver Village (NOV) residents Florence Ryan and Suzanne Grego expressed their interest in a key fob access system for the NOV community center so that only residents have access and so that the doors can be locked at night. Commissioners were interested in learning more about this possibility. Commissioner Cressy would like to start with a review of the Community Center policy. Director Beaulieu to add this to next month's agenda.

Residents Ryan and Grego expressed their concern for safety at the trash sheds at Norma Oliver Village because there are no lights on or in the trash sheds. We will be replacing and/or updating the trash sheds in the next year or two as part of a capital project, but in the meantime the maintenance department is going to install stick-on battery powered lights to temporarily solve this problem.

During a power outage this week we learned that the emergency lights at Norma Oliver Village may not be working properly. HHA maintenance to look into updating and/or replacing the emergency lights.

There was a discussion about smoking inside buildings at Norma Oliver Village and the feasibility of using cigarette smoke detectors as a deterrent. Chairman Johannes was concerned about these detectors increasing emergency calls for non-emergencies. Director Beaulieu to try to obtain more information.

Commissioners would like to review the By-Laws to possibly amend the place and time of meetings as stated in the By-Laws. Director Beaulieu to add this to the next meeting's agenda.

The next meeting will be October 13, 2022 at 6:30 p.m. at the Norma Oliver Village Community Center.

Executive Session: Chairman Johannes declared that today's meeting requires an Executive Session. Upon a motion by Bryan Johannes, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 5-0 by roll call to enter into executive session at 8:30 p.m., to discuss pending litigation, as the discussion of these matters in open session may have a detrimental effect on the negotiating position of the housing authority; and not to reconvene in public session upon the completion of discussion of executive session matters.

Executive Session Roll Call:	Stephen Domenicucci	Yay
	Sarah Cressy	Yay
	Cynthia Janeiro-Ehlke	Yay
	Christine Dimare	Yay
	Bryan Johannes:	Yay

Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 5-0 to adjourn at 8:45 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu, Secretary