

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, Cynthia Janeiro-Ehlke
Members Absent: Christine Dimare
Others Present: Jaclyn Beaulieu, public attendees

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to approve the minutes of the September 8, 2022 regular meeting.

Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to approve the minutes of the September 8, 2022 executive session meeting.

The Board reviewed the Budget Comparative report 10/1/2021 through 8/31/2022. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to approve the HHA budget comparatives for 10/1/2021 through 8/31/2022, as presented.

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

Commissioners reviewed the Warrants to Transfer Funds for August and September 2022, the Payroll Warrants for September 2022, and the Housing Assistance Payments Warrant for October 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)
Four bids were received. Project designer, Owl Engineers, has submitted a Recommendation to Approve Low Bidder letter dated 9/8/22, after receiving positive references, recommending that HHA accept the low bid from Pine Ridge Technologies in the amount of \$73,331.00. For reference, estimated construction cost was \$98,000. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to award the contract for the 667-1&2 Brigham Circle Call Box Replacement Project to Pine Ridge Technologies, Inc. at the bid price of \$73,331.00, and to name Jaclyn Beaulieu as contract officer and Bryan Johannes as secondary contract officer.

Project 91-1 Norma Oliver Village Appliance Replacement development wide
The specifications for the appliances in the bid package are still under review by HHA and architect Brockway.

Project 91-1 Norma Oliver Village Common Stairway Upgrade
Construction is complete and the final punch list is in progress. We have received very positive feedback on (1) the look of the stairwells and (2) the soundproofing efforts made to buffer sound in the end apartments. Change Order 1 was presented to the Board. There was some damage done in the back stairwell of Building 2 shortly after it was painted; the contractor was asked to return and touch up the damages. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to approve Change Order 1 in the amount of \$798.75 for the NOV Common Stairway Upgrade project.

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

The punch list items are complete and the Architectural Consulting Services (project architect), RCAT project manager Baxter, and contractor Northeast Construction, Inc. have all signed off on the Certificate of Final Completion. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to approve the Certificate of Final Completion for the Bathroom Upgrade project at 49 Washington Street.

The Board was presented the HUD published FY 2023 Fair Market Rents (FMRs) and Proposed Section 8 Payment Standards for the Boston-Cambridge-Quincy, MA HUD Metro FMR Area and all other areas of Massachusetts. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to establish the Payment Standard for the town of Hudson, MA and the entire Boston-Cambridge-Quincy, MA HUD Metro FMR Area at 95% of the FY 2023 FMR, and all other areas of Massachusetts at 110% of the FY 2023 FMR, effective November 1, 2022.

The Boston-Cambridge-Quincy, MA HUD Metro FMR Area:

Bedroom Size	0	1	2	3	4	5
Fair Market Rent	\$2025	\$2198	\$2635	\$3207	\$3540	\$4071
Payment Standard	\$1923	\$2088	\$2503	\$3046	\$3363	\$3867

The Board was presented with the proposed flat rent for MA091-1 Norma Oliver Village 1-BR units based on the proposed PMS of a 1-BR unit in Hudson, MA. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to establish the flat rent for the 1-BR units at MA091-1 Norma Oliver Village at \$2,088, effective October 13, 2022.

The HHA Personnel Policy has not been revised since the mid-1990's and needs a complete overhaul to make sure we are in compliance with current regulation. We received a proposed engagement letter from KP Law, P.C. to review and update the personnel policy, as needed, at a rate of \$250/hour (and \$125/hour for paralegals and paraprofessionals). KP Law, P.C. is well informed on housing authority personnel policies and applicable regulations. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to contract with KP Law, P.C. at the terms of the engagement letter dated September 12, 2022 as legal counsel to perform a review and revision of the HHA personnel policy, at a cost not to exceed \$8,000, and to name Jaclyn Beaulieu as the contract officer.

The Board reviewed the proposed amended By-Laws. There was a discussion about adding verbiage to clearly state where meetings are posted. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to pass over the By-Law revision. Director Beaulieu will look into the requested verbiage.

DHCD has published the FY2023 Budget Guidelines. HHA Fee Accountant Robillard is working on our FY22 year end and will begin the FY23 budget as soon as year end is completed. The plan is to have a draft budget to present at the November meeting.

Director Beaulieu updated the Board on resident matters:

Battery-operated lights are being installed on the Norma Oliver Village (NOV) trash sheds, per tenant requests, to provide more light and thus increase safety for all residents.

Director Cressy offered to review the NOV Community Center Policy and present any proposed revisions at the next meeting. Residents are interested in a key fob system for the Community Center; Directors would like to review the Policy before making any decisions.

HHA Maintenance has been inventorying and updating emergency lighting around NOV. Inoperable batteries have been replaced, and maintenance is looking at cost for updating the lights themselves.

We received notification that the Norma Oliver Village Resident Council is not moving forward.

Chairman Johannes opened the floor to public attendee comments:

Resident Lillian MacNeil spoke on several items (1) She expressed interest in having HHA maintenance plant mums around the NOV property. (2) She expressed concern for people parking around the "circle" at NOV in No Parking areas during bingo. HHA maintenance to inform bingo attendees of the no parking areas. (3) She thinks maintenance starts blowing leaves and doing lawn maintenance too early in the morning. HHA maintenance begins their shift at 7a.m. Director Beaulieu to look into Town noise ordinance. (4) She requested that the fire hydrants be painted to look like dogs.

There was a discussion about the fire hydrants at NOV, and HHA maintenance is to look into the last time they were properly flushed.

Resident Florence Ryan thanked the Board and HHA for their attention to several items of concern that had recently been brought to our attention, including the trash shed lights. She also commented that she is eager to get a key fob system for the NOV Community Center and is awaiting more updates.

Resident Karen Mayo expressed interest for cameras to be installed inside the NOV Community Center.

Other Business:

Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 4-0 to set the next meeting on November 10, 2022 at 6:30 p.m. at the Brigham Circle Community Center.

New commissioner Cynthia Dimare has not yet completed the DHCD mandatory Board Member training and it is due this month.

There was no Executive Session.

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to adjourn at 7:52 p.m.

Respectfully submitted,


Jaclyn A. Beaulieu, Secretary

