

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 at the Brigham Circle Community Center, 6 Brigham Circle, Hudson, MA 01749.

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

Members Absent: N/A

Others Present: Jaclyn Beaulieu, Dan Robillard, public attendees

Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to approve the minutes of the October 13, 2022 regular meeting.

HHA Fee Accountant Dan Robillard reviewed the fiscal year-end (FYE) 9/30/2022 financial statements with the Board as well as the Budget Comparatives through FYE 9/30/22.

The Board reviewed the Top 5 Compensation Form. The form sets forth broken-down compensation paid to the top five earners of the agency for FY 2022. Positions listed on the Top 5 Compensation Form are: Executive Director, Maintenance Superintendent, Maintenance Mechanic I, Groundskeeper/Custodian, and Assistant Executive Director/Housing Manager, respectively.

The Board reviewed the Brigham Circle (400-1) Tenant Accounts Receivable (TAR) report.

Upon a motion by Bryan Johannes, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 5-0, to accept the year end financial statements for FYE 9/30/22 and approve their submission to DHCD, as presented, including the FY22 Top 5 Compensation Form, the Tenant Accounts Receivable report, and the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.

HHA fee accountant Dan Robillard presented the updated Executive Director Salary and Qualifications Schedule and the FY2023 Budget proposals, which included DHCD's allowable 9% increase to the Allowable Non-Utility Expense Level (ANUEL).

The presented FY23 Executive Director Salary and Qualifications Schedule results in a calculated salary maximum of \$105,678 for the Executive Director position at HHA. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to approve the fiscal year 2023 Executive Director Salary Calculation Worksheet, as presented, including a Board-Approved salary of \$105,678 for Executive Director Jaclyn Beaulieu, retroactive to 10/1/2022.

FY2023 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 09/30/2023 showing total revenue of \$ 673,200 and total expenses of \$ 714,200 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$105,678 for fiscal year ending 9/30/2023 be submitted to the Department of Housing and Community Development for its review and approval. Christine Dimare seconded the motion which, upon roll-call, was passed by a vote of 5 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 09/30/2023 showing total revenue of \$ 59,004 and total expenses of \$ 52,072 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$105,678 for fiscal year ending 9/30/2023 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 5 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 09/30/2023 showing total revenue of \$ 18,000 and total expenses of \$ 21,746 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$105,678 for fiscal year ending 9/30/2023 be submitted to the Department of Housing and Community Development for its review and approval. Christine Dimare seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Stephen Domenicucci moved to approve the Hudson Housing Authority federal programs budget for fiscal year ending 9/30/2023, as presented. Cynthia Janeiro-Ehlke seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Commissioners reviewed the Accounts Payable report for October 2022. Upon a motion by Bryan Johannes, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to approve the Accounts Payable report for October 2022, as presented.

Commissioners reviewed the Warrant to Transfer Funds for October 2022, the Payroll Warrants for October 2022, and the Housing Assistance Payments Warrant for November 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)**

We are waiting on the fully executed contract with Pine Ridge Technologies, Inc. to come back from DHCD and will be scheduling a preconstruction meeting to issue a Notice to Proceed as soon as it is received.

**Project 91-1 Norma Oliver Village Appliance Replacement development wide**

The Appliance Replacement project re-bid is going live on Monday, November 14 with a bid opening date of Thursday, December 2 at 1:00 p.m.

**Project 91-1 Norma Oliver Village Common Stairway Upgrade**

The Common Stairway Upgrade project is complete.

**Project 91-1 Norma Oliver Village Window Replacement Project**

We are planning to replace all of the windows at Norma Oliver Village. Rough initial estimates are coming in around \$250,000 for product plus construction. Architect Brockway is working on preparing the specifications for the project and hopes to go out to bid in the next few weeks.

HHA was awarded \$215,408 in American Rescue Plan Act (ARPA) funds from DHCD for use in our state housing portfolio. A board vote is needed to accept the funds.

Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to adopt and accept the ARPA Contract for Financial Assistance (CFA) 4001 in the amount of \$215,408.00, and to authorize Chairman Bryan Johannes to sign the Contract and applicable attachments, with the resolution as follows:



Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Hudson Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of the Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder. enter into a contract with the Commonwealth of Massachusetts in the form of the Standard Contract Form and Attachment A – Additional Terms and Conditions and CFA Amendment

Section 4. This resolution shall take effective immediately.

HHA again hired Zeffert & Associates to perform the annual utility allowances review for FY2023 for Hudson and Marlborough. Upon a motion by Bryan Johannes, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 5-0 to approve the FY23 Utility Allowances Schedule effective December 1, 2022, as presented.

Upon a motion by Bryan Johannes, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to approve the HUD FY2022 income limits, as presented, retroactively to their published date of April 18, 2022.

Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person
Very Low (50%)	49,100	56,100	63,100	70,100	75,750	81,350	86,950
Extremely Low (30%)	29,450	33,650	37,850	42,050	45,450	48,800	52,150
Low (80%)	78,300	89,500	100,700	111,850	120,800	129,750	138,700

The Board reviewed the proposed amended By-Laws. The new date and time of HHA's regular meetings is the second Thursday of the month at 6:30 p.m. at a location alternating between the Norma Oliver Village and Brigham Circle community centers. Upon a motion by Bryan Johannes, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 5-0 to adopt the amended By-Laws, as presented.

Director Beaulieu updated the Board on resident matters:

Director Beaulieu researched the noise by-laws for the town of Hudson, as requested at the last meeting, in response to a resident question about maintenance work. The town of Hudson has a noise by-law between 11:00 p.m. and 7:00 a.m.

We are working on obtaining quotes for replacement of emergency lights at Norma Oliver Village. Their replacement will most likely cost more than \$10,000 and would thus need to be publicly bid. We are also purchasing new Exit signs; we hope to have those installed in the next few weeks.

The discussion on the Norma Oliver Village community center policy was deferred to the December meeting.

Chairman Johannes opened the floor to public attendee comments:

Resident Florence Ryan asked the Board about the possibility of robo-calls from HHA for emergency notifications. Director Beaulieu will look into this at a future date. In the meantime, Chairman Johannes offered to send over information for the new Code Red program for emergency weather alerts from the Town for dissemination to HHA residents.

There was a brief discussion about noise from outdoor gatherings bothering residents in the evenings. This will be taken on a case-by-case basis at this time, and anyone with questions or concerns should contact Director Beaulieu.

Other Business:

The next meeting will take place on Thursday, December 8, 2022 at 6:30 p.m. at the Norma Oliver Village community center at 4 Glen Road, Hudson.

There was no Executive Session.

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to adjourn at 9:06 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu, Secretary