

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Bryan Johannes, called the meeting to order at 6:33 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 Stephen Domenicucci, the Board voted UNANIMOUSLY 4-0 to approve the minutes of the January 12, 2023 regular meeting.

The Board noted receipt of the quarterly operating statements for 10/1/2022 through 12/31/2022. The Board reviewed the Budget Comparative report 10/1/2022 through 12/31/2022. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to approve the HHA budget comparatives for 10/1/2022 through 12/31/2022, as presented.

Commissioners reviewed the Accounts Payable report for January 2023. 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 January 2023, as presented.

Commissioners reviewed the Warrants to Transfer Funds for January 2023 and the Payroll Warrants for January 2023. There were no comments and the warrants were signed by Chairman Johannes. The Housing Assistance Payments Warrant for February 2023 was deferred to the next meeting.

Project 667-1&2 Brigham Circle Call Box (Intercom & Door Buzzer) Replacement (FISH #141071)
Construction is ongoing and nearing completion. There was an issue with the new main panels for buildings 2, 4, and 5 where the panels were interfering with the mailbox system for the buildings; this problem has since been resolved. All installed panels appear to be working properly.

Project 667-2 Brigham Circle Window Replacement Project (FISH #141072)
This project is currently awaiting a fee proposal from a designer; most likely to be Andrew Brockway.

Project 667-2 Brigham Circle ARPA Federal Pacific Replacement and Fire Alarm Upgrade (FISH #141073)
This project is currently awaiting the fee proposal from a designer.

Project 91-1 Norma Oliver Village Appliance Replacement development wide
The Board reviewed Change Order Number 001 for the installation of stove vent hoods and ADA unit cooktops and wall ovens with a total contract price increase of \$25,184.00. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to approve Change Order Number 001 for the Norma Oliver Village Appliance Replacement project in the amount of \$25,184.00.

Installation is tentatively scheduled to begin on February 15 and continue for several weeks until all 92 units have been completed.

Project 91-1 Norma Oliver Village Window Replacement Project
Seven bids were received for this project. The lowest apparent bidder is Mariano Enterprise Inc with a base bid of \$224,946.00 and add alternate price of \$4,740.00. Architect Brockway has reviewed the bid and

references for Mariano Enterprise Inc. and has found them to be in order; he has recommended approval of this bid as the lowest responsible and eligible bidder for the project. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to accept the low bid from Mariano Enterprise Inc. for the Norma Oliver Window Replacement Project and enter into a contract for the base bid \$224,946.00 plus add alternate \$4,740.00 for a total contract price of \$229,686.00, and to designate Jaclyn Beaulieu as contract officer and Bryan Johannes as secondary contract officer.

The Board noted DHCD's approval of the FY2023 budget.

Director Beaulieu updated the Board on resident matters:

Director Beaulieu presented the Board with the three quotes she has received for installing a cloud-based key fob access system into the Norma Oliver Village community center. The Board reviewed the three quotes. The lowest quote for this project was from Communication Systems, Inc. with a total quote of \$6,772.00. Upon a motion by Stephen Domenicucci, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY 4-0 to accept the quote from Communications Systems, Inc. for the installation of a key fob access system in the Norma Oliver Village community center at the quoted price of \$6,772.00.

A survey was sent to all residents of Norma Oliver Village to solicit their feedback on updates to the Community Center Use Policy. There was quite a bit of interest in installing security cameras inside the community center, as well as a more clearly written policy on repercussions for violations to the policy. Director Beaulieu will use the feedback as she begins to revise the policy

Chairman Johannes opened the floor to public attendee comments:

Resident Florence Ryan asked for clarification on which windows will be replaced in the Norma Oliver Village Window Replacement project. All windows in all buildings will be replaced. She also wanted to inform the Board of her appreciation for the HHA maintenance department's hard work and quick response time during the deep freeze the previous weekend.

Other Business:

The next meeting will take place on Thursday, March 9, 2023 at 6:30 p.m. at the Norma Oliver Village community center and will include a public hearing for the proposed 5-Year Action Plan 2023-2027 for Norma Oliver Village.

Executive Session: Chairman Johannes declared that today's meeting requires an Executive Session. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 by roll call to enter into executive session at 7:53 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
	Bryan Johannes:	Yay

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to adjourn at 8:05 p.m.

Respectfully submitted,
Jaclyn A. Beaulieu, Secretary

