

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, Christine Dimare

Members Absent: N/A

Others Present: Jaclyn Beaulieu, Atty. M. Randazzo, public attendees

The Board reviewed the draft Hudson Housing Authority Personnel Policy with Attorney Michele Randazzo of KP Law. Atty. Randazzo drafted the policy using the template personnel policy her office developed for MassNAHRO for use by housing authorities in Massachusetts and adjusted it to fit the needs of HHA in collaboration with Director Beaulieu. Special care was given to maintaining and/or updating compliance with legal requirements within the policy, maintaining current benefits afforded to employees, and making sure the new policy reads clearly and is easy for both employees to understand and management to implement.

The Board thought the policy looked good aside from a few minor changes the Board requested to be made to the policy; Atty. Randazzo to make the changes and send Director Beaulieu an updated draft for review at the next meeting.

The board reviewed an updated Fraud Policy that included minor changes to the language in the policy. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 5-0 to adopt the updated Fraud policy, as presented.

The Board deferred rescinding policies incorporated in the new personnel policy to the May meeting.

Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to approve the minutes of the March 9, 2023 regular meeting.

The Board reviewed the Budget Comparative report 10/1/2022 through 2/28/2023. Upon a motion by Christine Dimare, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to approve the HHA budget comparatives for 10/1/2022 through 2/28/2023, as presented.

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

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

Project 667-1&2 Brigham Circle Call Box (Intercom & Door Buzzer) Replacement (FISH #141071) Construction is complete. The final walk-through resulted in several items needing to be addressed; all were addressed and currently the new system is in full working order. The Board reviewed the Certificate of Substantial Completion and Certificate of Final Completion. Upon a motion by Christine Dimare, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 5-0 to approve the Certificate of Substantial Completion and the Certificate of Final Completion for project FISH #141071 Brigham Circle

Call Box Replacement, and to release payment number 2 in the amount of \$3,666.55 to contractor Pine Ridge Technologies, Inc.

Project 667-2 Brigham Circle Window Replacement Project (FISH #141072)
DHCD approved the design proposal submitted by Andrew Brockway for this project. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to accept the fee proposal from Andrew Brockway for FISH 141072 667-2 Brigham Circle Window Replacement Project in the amount of \$20,000.

Project 667-2 Brigham Circle ARPA Federal Pacific Replacement and Fire Alarm Upgrade (FISH #141073)
BLW Engineers submitted a schematic design proposal on April 4 to DHCD; it is currently under review.

Project 91-1 Norma Oliver Village Appliance Replacement development wide
Installation of appliances is complete. Feedback has been very positive from residents. There may be a second change order to the project once we receive the final bill from Hudson Appliance for any adjustments that were required in the installation of the cooktops and wall ovens.

Project 91-1 Norma Oliver Village Window Replacement Project
The windows have been delivered to the contractor and construction mobilization is scheduled to start the week of April 24. Residents have been notified and provided a proposed construction schedule.

An Amendment #10 to HHA's Contract for Financial Assistance (CFA) for Work Plan 5001 in the amount of \$646,155.00 is required to be signed by the Chairperson. This amendment funds the FY 2024, FY 2025, and FY 2026 formula funding awards and extends the contract dates of service from June 30, 2023 to June 30, 2026.

The following resolution was introduced by Chairman, Bryan Johannes, read in full and considered:

RESOLUTION AUTHORIZING CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN FOR DEVELOPMENT NO. 5001 FOR HOUSING PROGRAM 167-1, 667-1, 667-2, 689-1. NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE HUDSON HOUSING AUTHORITY, 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.

Section 4. This resolution shall take effect immediately. Sarah Cressy moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Cynthia Janeiro-Ehlke, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes 5 Nays 0

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Board reviewed the Executive Director/Board Approval Regarding Wage Match form for annual acknowledgement of policies related to the Wage Match system for state housing participants. The form is required by DHCD annually and requires the Executive Director and the Board to acknowledge compliance with DHCD policies and regulations related to the Wage Match system. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 5-0 to approve, and authorize Chairman Johannes to sign, the Executive Director/Board Approval Regarding Wage Match, v2 form for Hudson Housing Authority for FY2023.

The Board noted that HUD has approved the capital funding Norma Oliver Village 5-Year Action Plan 2023-2027.

The Board noted that Hudson Housing Authority has received a High Performer designation status by HUD's Public Housing Assessment System (PHAS) for FY2022.

Director Beaulieu updated the Board on resident matters:

The contractor has received the materials for the key fob access system for the Norma Oliver Village community center; we are currently waiting on scheduling by the contractor for starting the installation.

For the Love of K Gardens, a nonprofit organization who installed a beautiful vegetable garden last year at Brigham Circle, has agreed to install a similar raised-bed vegetable garden at Norma Oliver Village this spring in the location of the old garden area between buildings 4 and 5. We hope the residents are excited about this opportunity that is being donated at no cost to the housing authority by this wonderful organization.

Chairman Johannes opened the floor to public attendee comments:

Public attendee M. McKeone spoke and asked the Board to review a copy of the Norma Oliver Village lease and the smoke free housing policy, as well as familiarize themselves with RAB as part of housing policy, before the next Board meeting because she believes there is a huge disconnect between the residents and the Board. Chairman Johannes agreed to have the Board review these items.

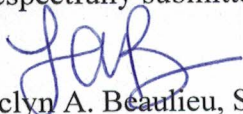
Other Business:

The next meeting will take place on Thursday, May 11, 2023 at 6:30 p.m. at the Norma Oliver Village community center, 4 Glen Road, Hudson, MA. The June 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 and include a public hearing on the Hudson Housing Authority state housing Annual Plan FY24.

Executive Session: None.

Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 5-0 to adjourn at 8:16 p.m.

Respectfully submitted,


Jaclyn A. Beaulieu, Secretary

