

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, Cynthia Janeiro-Ehlke, Christine Dimare, Sarah Cressy (late entry)
Members Absent: N/A
Others Present: Jaclyn Beaulieu, public attendees

The meeting began without Sarah Cressy present.

Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to approve the minutes of the July 13, 2023 regular meeting.

Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 4-0 to approve the minutes of the July 13, 2023 executive session meeting.

The Board reviewed the 10/1/22 through 7/31/23 budget comparative report. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to approve the 10/1/22 through 7/31/23 budget comparative report, as presented.

Sarah Cressy entered the meeting.

As the July 2023 accounts payable report was inadvertently left out of the commissioners' packets, all agreed to defer this item to the October meeting. Commissioners reviewed the Accounts Payable report for August 2023. 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 August 2023, as presented.

Commissioners asked Director Beaulieu to look into the new storm water fee implementation for the town of Hudson to get an idea of what the Housing Authority will owe once the fee is implemented. Also noted to mention this charge to HHA fee accountant in preparation of the FY24 budget.

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

Project 667-2 Brigham Circle Window Replacement Project (FISH #141072)

The Board reviewed the bids received on the Brigham Circle window replacement project. Five bids were received. The lowest bid by Mariano Enterprise, Inc. was rejected by EOHLC because Mariano did not submit a completely filled-out DCAMM Update Statement. Designer Brockway has recommended the second lowest bidder, New Kappa City Construction, Inc. as the successful low bidder for this project. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to accept the bid from New Kappa City Construction Inc. in the amount of \$283,000.00 for the 667-2 Brigham Circle window replacement project, and to enter into a contract with them, naming Jaclyn Beaulieu as contract officer and Bryan Johannes as secondary contract officer.

Project 667-2 Brigham Circle ARPA Federal Pacific Replacement and Fire Alarm Upgrade (FISH #141073) The schematic design is still under review by EOHLC. Chairman Johannes stated for the record that he has disclosed with the town of Hudson that he has oversight of this project as the fire chief.

Project 91-1 Norma Oliver Village Appliance Replacement development wide
No response has yet been received regarding the proposed Change Order No. 02 proposed by HHA to Hudson Appliance to close this project. All agreed that enough time has passed since our last request for a response that we will not reach out on this any further.

Commissioners reviewed the aging accounts in Tenant Accounts Receivable for Brigham Circle and Norma Oliver Village as of 9/30/2022. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 5-0 to write off \$164 as of 9/30/22 in Brigham Circle 667 aging accounts. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to write off \$2,469 as of 9/30/22 in Norma Oliver Village 91-1 aging accounts.

Commissioners reviewed proposed policy updates to the Section 8 Housing Choice Voucher (HCV) Administrative Plan, the Violence Against Women Act (VAWA) Policy, and the Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or stalking. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to adopt the revised Section 8 Housing Choice Voucher (HCV) Administrative Plan, the Violence Against Women Act (VAWA) Policy, and the Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or stalking, as presented.

We have purchased a new dump trailer for the maintenance department off of the state contract FAC-116. Upon a motion from Sarah Cressy, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to approve payment to Richey & Clapper, Inc. in the amount of \$8,924.00 for a dump trailer purchased off of the state FAC-116 contract.

The 1st floor air conditioning system at 8 Irving Street has failed. We anticipated this failure based on the age of the system, and the fact that the 2nd floor system failed a couple years ago. The project is included in our recently-submitted Capital Plan to EOHLC; the plan has not yet been approved, but we do anticipate approval of funding for this project. We sought quotes from four different contractors for this project; we received two quotes, and only one contractor met all requirements of the project. Upon a motion by Stephen Domenicucci, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to accept the quote from Demelo Heating & Air Conditioning in the amount of \$9,660.00 to furnish and install replacement interior and exterior air handler and condensers units in the first floor at 8 Irving Street, and to remit payment upon successful completion.

We purchased new exterior light fixtures for Brigham Circle. The fixtures will replace ceiling and wall-mounted fixtures currently in place on the Brigham Circle buildings 1-13. After reaching out to four electricians, we received one quote for installation of the light fixtures. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to accept the quote from Nicholas Aucoin Journeyman electrician in the amount of \$9,562.50 for the installation of replacement exterior light fixtures at Brigham Circle, and to remit payment upon successful completion.

As part of the FY23 budget for Brigham Circle, we planned to have all exterior building doors in buildings 1-5 and 7-13 repainted. After reaching out to three painting contractors, only one contractor submitted a quote to perform the job. Upon a motion by Sarah Cressy, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to accept the quote from Kevin's Painting in the amount of \$9,500.00 for the painting of 76 exterior doors at Brigham Circle, and to remit payment upon successful completion.

The FY23 budget for Brigham Circle included an upgrade to building signage at Brigham Circle. Director Beaulieu presented the proposed signage to the Board. The new signage includes large building number signs for the front of each building, along with smaller signs indicating building number and apartment numbers for each of the front building doors. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY to accept the quote from Sign Logic in the amount of \$9,240.00 for the upgraded building signage at Brigham Circle, as presented, and to remit payment upon successful completion.

The maintenance department is in need of a new maintenance truck to replace the 2015 Ford F350 that is beginning to fail. The new vehicle will be purchased from the VEH-110 statewide vehicle purchasing contract. The truck will be purchased in FY24, which starts October 1. In an effort to expedite the purchase after October 1, approval is sought from the Board now to approve the purchase. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to allow Director Beaulieu to approve the purchase of a maintenance truck from statewide contract VEH-110 after October 1, 2023 at a cost not to exceed \$60,000.

The Board was presented the HUD published FY 2024 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 Christine Dimare, the Board voted UNANIMOUSLY 5-0 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 2024 FMR, and all other areas of Massachusetts at 110% of the FY 2024 FMR, effective October 1, 2023.

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

Bedroom Size	0	1	2	3	4	5
Fair Market Rent	\$2212	\$2377	\$2827	\$3418	\$3765	\$4329
Payment Standard	\$2101	\$2258	\$2686	\$3247	\$3577	\$4113

Director Beaulieu has approved Flynn Cable Systems to upgrade the security camera system at Brigham Circle in response to an increase in suspected crime at the complex, specifically vehicle break-ins. The upgrades will cost approximately \$5,000.

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 Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to establish the flat rent for the 1-BR units at MA091-1 Norma Oliver Village at \$2,258, effective October 1, 2023.

EOHLC released the FY24 budget guidelines on August 28, 2023. The guidelines include a 13% increase to the Allowable Non Utility Expense Level (ANUEL) for chapter 667 housing (ie. Brigham Circle). Director Beaulieu will work with fee accountant Dan Robillard on preparing a proposed budget for the Board to review by the November meeting.

The Board noted that Hudson Housing Authority was designated by HUD through their Public Housing Assessment System (PHAS) as a High Performer for FYE 9/30/22.

The Board noted that an eviction was performed via constable on August 11, 2023 at Brigham Circle and the expense for the constable and moving company's services will be incurred in the current Brigham Circle budget.

The Board discussed the Citizens Bank's proposed "Positive Pay" program and no check status on our accounts. The Positive Pay program would require the HHA administrative staff to submit the check information of every payment made out of HHA accounts to Citizens Bank or the bank would not cash the checks. The no check status on accounts that checks are not written out of would prevent the administrative staff from performing account transfers in the online banking platform. Both programs would caused an undue burden on the administrative office and all agreed not to adopt either program from Citizens Bank at this time. Commissioners recommended that Director Beaulieu look into other banks.

Chairman Johannes opened the floor to public attendee comments:

Public attendee F. Ryan asked if we still plan to acquire a permanent generator for Norma Oliver Village's community center. Director Beaulieu explained that although we do plan to move forward with this project, there are other projects we need to complete first. However, the complex does have a working portable generator that is functional in the meantime. Ms. Ryan also asked about the door lights that work in conjunction with the emergency pull cords in each apartment – some of the bulbs are out; HHA maintenance is scheduling to check all bulbs and replace, as necessary.

Public attendee M. McKeone commented that she would like to see a project for ceiling work at the Norma Oliver Village community center to improve the acoustics. She also gave a handout to the commissioners on cigarette smoke detectors and asked them to review the handout.

Cynthia Janeiro-Ehlke left the meeting.

M. McKeone asked commissioners to review RAB on the HUD website and learn about what it is. Chairman Johannes asked what the purpose of this request was for. Ms. McKeone stated she wants support from the Board for the tenants forming a RAB. Commissioners explained that they have clearly previously stated they support any tenant groups that wish to form. Director Beaulieu explained that in lieu of a smaller RAB forming, currently the Resident Advisory Board (RAB) is all of the tenants at Norma Oliver Village and all are welcome to attend any RAB meeting. Ms. McKeone also requested future board meetings be held hybrid via Zoom; commissioners said they would take this into consideration.

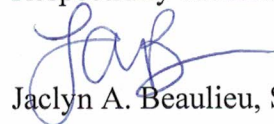
Other Business:

The next meeting will take place on Thursday, October 12, 2023 at 6:30 p.m. at the Norma Oliver Village community center, 4 Glen Road, Hudson, MA.

Executive Session: None.

Upon a motion by Sarah Cressy, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to adjourn at 8:21 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu, Secretary