

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

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

Members Absent: N/A

Others Present: Jaclyn Beaulieu, Dan Robillard (HHA Fee Accountant)

The meeting began without Commissioner Cressy present.

Upon a motion by Stephen Domenicucci, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 4-0 to approve the minutes of the October 12, 2023 regular meeting, as presented.

Commissioner Cressy entered the meeting.

HHA Fee Accountant Dan Robillard reviewed the fiscal year-end (FYE) 9/30/2023 financial statements with the Board as well as the Budget Comparatives through FYE 9/30/23.

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 2023. 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 as of 9/30/2023.

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, 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 FY23 Top 5 Compensation Form, the FYE 9/30/23 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 FY2024 Budget proposals, which included DHCD's allowable 13% increase to the Allowable Non-Utility Expense Level (ANUEL).

The presented FY24 Executive Director Salary and Qualifications Schedule results in a calculated salary maximum of \$107,552 for the Executive Director position at HHA. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 5-0 to approve the fiscal year 2024 Executive Director Salary Calculation Worksheet, as presented, including a Board-Approved salary of \$107,552 for Executive Director Jaclyn Beaulieu, retroactive to 10/1/2023.

FY2024 Budgets were presented in consideration of approval as follows:

MOTION: Stephen Domenicucci moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number **400-1** for fiscal year ending 09/30/2024 showing total revenue of \$ 760,680 and total expenses of \$ 802,680 thereby requesting a subsidy of \$0, and further that the

Executive Director's total annual salary of \$107,552 for fiscal year ending 9/30/2024 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: Stephen Domenicucci moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number **689-1** for fiscal year ending 09/30/2024 showing total revenue of \$ 68,208 and total expenses of \$ 55,125 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$107,552 for fiscal year ending 9/30/2024 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: Stephen Domenicucci moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number **MRVP** for fiscal year ending 09/30/2024 showing total revenue of \$ 17,400 and total expenses of 20,449 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$107,552 for fiscal year ending 9/30/2024 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: Cynthia Janeiro-Ehlke moved to approve the Hudson Housing Authority federal programs budget, including the federal public housing program MA091-1 and Section 8 Housing Choice Voucher Program, for fiscal year ending 9/30/2024, as presented. Christine Dimare seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Commissioners reviewed the Accounts Payable reports for September and October 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 September 2023, as presented. 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 October 2023, as presented.

Commissioners reviewed the Warrant to Transfer Funds October 2023 and the Payroll Warrants for October 2023. Treasurer Domenicucci signed the respective warrants. The Housing Assistance Payments Warrant for November 2023 was deferred to the December meeting.

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

The Notice to Proceed for the Window Replacement Project was issued on 10/16/23; the windows will be ordered forthwith and have an approximate 6-week lead time for delivery. We expect to start construction on this project in January 2024.

Project 667-2 Brigham Circle ARPA Federal Pacific Replacement and Fire Alarm Upgrade (FISH #141073)
The schematic design is still under review by EOHLC.

Commissioners reviewed the proposed extension of Contract for Accounting Services with Milne, Shaw, & Robillard, PC for FY24 and FY25. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to approve the extension of Contract for Accounting Services with Milne, Shaw, & Robillard, PC for FY24 and FY25, as presented.

Upon a motion boy Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to approve the payment in lieu of taxes (PILOT) for federal program 91-1 for FY22 in the amount of \$33,756.to the Town of Hudson.

Commissioners reviewed the invoice from Wattsaver Lighting Products for smoke and carbon monoxide detectors for Norma Oliver Village. Upon a motion by Bryan Johannes, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to issue payment of invoice 123698-01 to Wattsaver Lighting Products totaling \$5,148.00.

We are cleaning out the Brigham Circle “storage areas,” which are the utility rooms in some of the buildings. Over the years, we have allowed tenants to store things like outdoor furniture or unused medical equipment (ie. Wheelchairs, walkers) in these areas, however, EOHLC is making a push for clean and clear utility spaces in state properties. We have issued notice to all tenants that they have until November 17 to remove all of their belongings from the storage areas and have provided a dumpster for residents to dispose of anything that they do not want to keep. After November 17, HHA Maintenance will be going around to these rooms and emptying all remaining items so that the rooms can be properly cleaned and organized.

Commissioners reviewed the VEH110 quote form presented by Director Beaulieu for the purchase of a maintenance truck, as specified in a purchase description dated 9/1/23 from Marcotte Ford Sales, Inc. After reaching out to several vendors on the VEH110 vendor list with our purchase description, we have determined that only Marcotte Ford Sales, Inc. could meet our requirements. All other vendors had no available inventory. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 5-0 to approve the purchase of a 2023 Ford F-250 crew cab truck, as described in Quote Number HHAF25091323-1, with upfit and accessories as listed in the quote, and including the trade-in of HHA’s white 2015 Ford F-350 dump body pickup truck, from Marcotte Ford Sales, Inc. via the OSD VEH110 statewide contract, with a total purchase price of \$57,315.00, as presented.

The Brigham Circle building signage has come in and HHA maintenance is about halfway done installing the signs.

Director Beaulieu reported that after speaking with Casella Waste Systems about the two loads of trash picked up from Norma Oliver Village in October that tested positive for radioactive materials that HHA is responsible for associated costs. However, Casella has agreed that they will split the total cost of \$6,800 with HHA and HHA will owe a total of \$3,400.

There were no public attendees at the meeting and thus no resident comments.

Other Business:

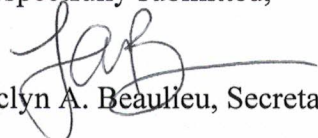
The next meeting will take place on Thursday, December 14, 2023 at 6:30 p.m. at the Norma Oliver Village community center, 4 Glen Road, Hudson, MA.

Director Beaulieu reported that like previous years, all administrative staff have requested to take the day after Thanksgiving off with their accrued paid time off, and the HHA office will be closed on 11/24/23. As always, HHA maintenance will be available 24/7 for on-call maintenance emergencies.

Executive Session: None.

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to adjourn at 8:30 p.m.

Respectfully submitted,


Jaclyn A. Beaulieu, Secretary

