

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 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, public attendee(s)

Upon a motion by Sarah Cressy, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 5-0 to approve the minutes of the January 18, 2024 regular meeting, as presented.

The Board noted receipt of the quarterly operating statements 10/1/23 through 12/31/23.

The Board reviewed the 10/1/23 through 1/31/24 budget comparative report. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to approve the 10/1/23 through 1/31/24 budget comparative report, as presented.

Commissioners reviewed the Accounts Payable report for February 2024. Upon a motion by Stephen Domenicucci, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to approve the Accounts Payable report for February 2024, as presented.

The January 2024 Accounts Payable report will be brought to the next meeting.

Commissioners reviewed the Warrant to Transfer Funds January 2024 and February 2024, the Payroll Warrants for January 2024 and February 2024, and the Housing Assistance Payments Warrants February 2024 and March 2024. Chairman Johannes signed the warrants.

Project 667-2 Brigham Circle Window Replacement Project (FISH #141072)
The Board reviewed the Certificate of Substantial Completion, along with the final punch list, as approved by Architect Brockway. The punch list includes the 3 windows in the Building 8 laundry room/back office that were supposed to be completed as part of a change order to the project. Upon a motion by Sarah Cressy, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to approve the Certificate of Substantial Completion for the 667-2 Brigham Circle Window Replacement Project, as presented.

The Board reviewed the proposed Change Order #01 for the replacement of the 3 windows in the Building 8 laundry room and HHA back office. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to approve Change Order #01 for the 667-2 Brigham Circle Window Replacement Project in the amount of \$3,196.80, as presented.

Project 667-2 Brigham Circle ARPA Federal Pacific Replacement and Fire Alarm Upgrade (FISH #141073)
The Brigham Circle ARPA Federal Pacific Replacement and Fire Alarm Upgrade project was approved to bid yesterday by EOHLIC. The designer plans to have the bid published on April 3, 2024 with a bid opening date of April 27, 2024.

Project MA091-1 Norma Oliver Village Mechanical and Boiler Systems upgrade

The design review is almost complete; this project will be ready to bid in the next few weeks.

Project MA091-1 Norma Oliver Village Trash Shed Upgrade

The Norma Oliver Village Trash Shed Upgrade project is currently out to bid on biddocsonline.com with a bid opening scheduled for March 27, 2024 at 12:00 p.m. There was a pre-bid walk-through this morning; four contractors attended.

Project 689 49 Washington Street 2nd Floor Kitchen Upgrade (FISH 141415)

The 49 Washington Street 2nd floor kitchen upgrade project has begun and is being run by RCAT. Vance Architects has been hired as the designer for the project; design is currently underway.

The Board noted receipt of the draft Norma Oliver Village Capital Funding 5-Year Action Plan 2024-2028. This plan was brought to the Resident Advisory Board on Tuesday, March 12 for review and will be brought to a public hearing on April 4, 2024.

The Supportive Housing Program is up and running at Brigham Circle and Norma Oliver Village. The free lunch program began this week; we are currently working with Springwell on making sure the residents know about the program to increase enrollment. There has been low enrollment in the program this week, possibly due to the inability for neighbors to pick up meals for each other. The individual who orders the meal must pick it up themselves; this is difficult for many of the Norma Oliver Village residents who don't have cars. Director Beaulieu to speak to Springwell and see if we can troubleshoot this barrier.

Contractor David Monteiro has submitted a quote for completion of the Brigham Circle Community Center office renovation. We find Contractor Monteiro's quote to meet our requirements and would like to move forward with hiring him for the job. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to accept the quote and enter into a contract with David Monteiro for the Brigham Circle Community Center office renovation in the amount of \$9,999, as presented.

Resident Comments:

Resident F. Ryan expressed her interest in finding a way to make the free lunch program more accessible to the residents of Norma Oliver Village. She also asked about the generator installation project for the Norma Oliver Village community center; we will be bringing on an architect to design the project due to the price point of around \$50,000 and will make sure the generator services the whole building.

Other Business:

Commissioner Janeiro asked about the emails they received from Marcum, LLP with questions about the FY23 audit; Director Beaulieu confirmed their validity and encouraged commissioners to submit their answers.

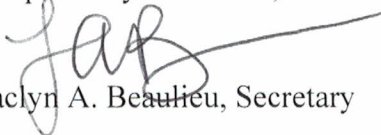
Commissioner Janeiro asked if there were any updates on the Brigham Circle community center laundry room vandalism. The perpetrator was identified and no longer lives at Brigham Circle. Hudson Police reported to Director Beaulieu that they would be bringing charges against the individual. All laundry machines were repaired and are back up and running.

The next meeting will take place on Thursday, April 4, 2024 at 6:30 p.m. at the Norma Oliver Village community center, 4 Glen Road, Hudson, MA in conjunction with the public hearing on the Norma Oliver Village Capital Funding 5-Year Action Plan 2024-2028.

Executive Session: None.

Upon a motion by Sarah Cressy, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to adjourn at 7:31 p.m.

Respectfully submitted,


Jaclyn A. Beaulieu, Secretary

