

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman Stephen Domenicucci called the meeting to order at 6:45 p.m.

The meeting took place at the Brigham Circle Community Center, 6 Brigham Circle, Hudson, MA 01749.

Members Present: Stephen Domenicucci, Sarah Cressy, Cynthia Janeiro-Ehlke
Members Absent: Christine Dimare
Others Present: Jaclyn Beaulieu, public attendees

The public hearing the Hudson Housing Authority Brigham Circle EOHLC Annual Plan FY2025 was held. There were several public attendees. Director Beaulieu presented the Plan, including the proposed 5-year Capital Improvement Plan, a list of current HHA policies, and the results of our most recent PMR/AUP reviews. There were no comments by anyone in attendance. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 3-0 to approve the Hudson Housing Authority Brigham Circle DHCD Annual Plan FY2025, as presented.

Upon a motion by Sarah Cressy, duly seconded by Stephen Domenicucci, the Board voted 3-0 to approve the minutes of the May 9, 2024 regular meeting, as presented.

The Board reviewed the 10/1/23 through 4/30/24 budget comparative report. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 3-0 to approve the 10/1/23 through 4/30/24 budget comparative report, as presented.

Commissioners reviewed the Accounts Payable report for May 2024. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 3-0 to approve the Accounts Payable report for May 2024, as presented.

Commissioners reviewed the Warrant to Transfer Funds for May 2024, Payroll Warrants for May 2024, and the Housing Assistance Payments Warrants for May and June 2024. Chairman Domenicucci signed the warrants.

Project 667-2 Brigham Circle ARPA Federal Pacific Replacement and Fire Alarm Upgrade (FISH #141073) Both HHA and Jupiter Electric, Inc. have signed the contract; it is currently at EOHLC under review for their signature.

Project MA091-1 Norma Oliver Village Mechanical and Boiler Systems upgrade
The bid for the Norma Oliver Village boiler system upgrade project closed on June 7; two bids were received. Both bids were higher than the original estimated construction cost of \$140,000.00, however, the low bid of \$186,310.00 is within our budget for the project. Norian/Siani Engineering, Inc. has reviewed the bid and finds it to be in order. Their references reported successful completion of similar projects, and believe they are capable of this job. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the board voted UNANIMOUSLY 3-0 to accept the bid from Performance Plumbing & Heating, Inc. in the amount of \$186,310.00, and to enter into a contract with them for the Norma Oliver Village Mechanical and Boiler Systems upgrade project, with Jaclyn Beaulieu as contract officer, and Stephen Domenicucci as secondary contract officer.

Project MA091-1 Norma Oliver Village Trash Shed Upgrade

A preconstruction meeting was held with Damazio Builders, Inc. and a Notice to Proceed was issued on June 7, 2024. They expect to begin construction in late July – early August.

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

The bid for the 49 Washington Street 2nd floor kitchen upgrade project closed on June 6; five bids were received. Two contractors submitted identical low bids for the project of \$43,000, and as advised by EOHLC, the bid selected as the low bid was determined by a coin toss. RCAT reviewed the low bid from Alpha Design Bid, Inc and finds it to be in order; Architect Chris Vance contracted references and all were positive. RCAT has recommended that HHA accept the bid. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 3-0 to accept the bid from Alfa Design Build, Inc. for the 49 Washington Street 2nd floor kitchen upgrade project in the amount of \$43,000, and to enter into a contract with them for the 49 Washington Street Kitchen upgrade project, with Jaclyn Beaulieu as contract officer, and Stephen Domenicucci as secondary contract officer.

Project 689 8 Irving Street Interior/Exterior Lighting Replacement (FISH 141413)

We received two bids for the 8 Irving Street interior/exterior lighting replacement project off of the TRD01 statewide contract. The low bid was received from DMH Electric, Inc. in the amount of 19,017. As a qualified contractor on the TRD01 statewide contract, references are not required in connection with their bid and RCAT has recommended that HHA accept their bid for this project. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 3-0 to accept the bid from DMH Electric, Inc. in the amount of \$19,017 for the 8 Irving Street interior/exterior lighting replacement project, with Jaclyn Beaulieu as contract officer and Stephen Domenicucci as secondary contract officer.

The Board reviewed an invoice from Talty Floors, Inc. for the installation of new common area flooring at 8 Irving Street. Director Beaulieu reported that they have successfully completed the job to HHA's satisfaction and recommended payment. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 3-0 to remit payment to Talty Floors, Inc. in the amount of \$9,874.48.

The Board reviewed the proposed contract renewal for rubbish removal at Brigham Circle and Norma Oliver Village from Casella Waste Systems, Inc. We have used them for several years and Director Beaulieu recommends renewing the contract. The new contract will keep the same monthly price until January 2025, at which point the price can be increased once yearly on January 1. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 3-0 to enter into a 36-month contract with Casella Waste Systems, Inc. for continued waste removal services at Brigham Circle and Norma Oliver Village, as presented.

The Board noted receipt of the FY2023 Federal Single Audit of Hudson Housing Authority; there were no findings in the audit.

The Board noted receipt of the FY2023 state Agreed Upon Procedures (AUP) audit of the Hudson Housing Authority; there were no findings in the audit.

The Board noted receipt of the Chapter 667 (ie. Brigham Circle) Tenant Satisfaction Survey results conducted by EOHLC in fall 2023. The results were mostly positive, with HHA having a higher satisfaction rate on many of the topics than other similar LHAs in the area. The Board noted that the results revealed that many residents reported that they do not know the Executive Director holds tenant meetings, and suggested Director Beaulieu make sure she is advertising meetings well enough.

The Board noted receipt of a letter dated May 15, 2024 from the Town of Hudson Town Clerk's office announcing a vacancy on the HHA Board of Commissioners. The position can be filled by a joint vote between the HHA Board of Commissioners and the Select Board.

The Board voted to name Stephen Domenicucci as Chairperson at the May meeting, but the rest of the slate of officers needs to be reorganized. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 3-0 to appoint Sarah Cressy as Vice Chair, and Cynthia Janeiro-Ehlke as Treasurer, effective immediately.

We are still accepting resumes for the maintenance department vacancy. We have received 2 resumes so far, and have interviews scheduled for next week.

Resident Comments:

Resident F. Ryan asked about having Casella Waste Systems replace the trash totes at our properties with the beginning of the new contract. Director Beaulieu to reach out to Casella and make the request.

Resident D. Coulombe asked if we could get more signage in the laundry rooms to make it more clear that residents need to call Automatic Laundry directly on issues with the machines.

Resident M. McKeone handed the Board paper copies of an email she drafted regarding outdoor gatherings at Norma Oliver Village and how she does not think that they should be allowed except for certain areas of the property. She also made a complaint regarding residents smoking outdoors on the property; Director Beaulieu will deal with alleged smoking violations individually as they arise.

Other Business:

The HHA administrative office will be closed on Friday, July 5, 2024 as all administrative staff members have requested a paid day off on that day. Maintenance will be available 24/7 on-call, as always.

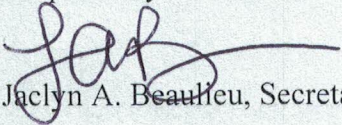
There will be no regular July 2024 meeting.

The next meeting will take place on Thursday, August 8, 2024 at 6:30 p.m. at the Norma Oliver Village community center, 4 Glen Road, Hudson, MA.

There was no executive session.

Upon a motion by Sarah Cressy, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 3-0 to adjourn at 8:39 p.m.

Respectfully submitted,


Jaclyn A. Beaulieu, Secretary

