

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman Stephen Domenicucci called the meeting to order at 6:31 p.m.

The meeting took place at the Norma Oliver Village Community Center, 4 Glen Road, Hudson, MA 01749.

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

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted 4-0 to approve the minutes of the September 12, 2024 regular meeting, as presented.

Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to approve the minutes of the September 23, 2024 special joint meeting, as presented.

Fee accountant Robillard presented the 10/1/23 through 8/31/24 budget comparative report. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to approve the 10/1/23 through 8/31/24 budget comparative report, as presented.

Commissioners reviewed the Accounts Payable report for September 2024. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 4-0 to approve the Accounts Payable report for September 2024, as presented.

The Board reviewed the EOHLC Executive Director Salary and Qualifications Schedule. The presented FY25 Schedule results in a calculated salary maximum of \$114,241 for the Executive Director position at Hudson Housing Authority. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Christine Monteiro, the Board voted UNANIMOUSLY 4-0 to approve the fiscal year 2025 Executive Director Salary Calculation Worksheet, as presented, including a Board-Approved salary of \$114,241 for Executive Director Jaclyn Beaulieu, retroactive to 10/1/2024.

FY2025 Budgets were presented in consideration of approval as follows:

MOTION: Cynthia Janeiro-Ehlke moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number **400-1** for fiscal year ending 09/30/2025 showing total revenue of \$ 816,111 (Acct. No. 3000) and total expenses of \$ 844,111 (Acct. No. 4000) thereby requesting a subsidy of \$17,415, and further that the Executive Director's total annual salary of \$114,241 (Acct. No. 3801) for fiscal year ending 9/30/2025 be submitted to the Department of Housing and Community Development for its review and approval. Sarah Cressy seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

MOTION: Cynthia Janeiro-Ehlke moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number **689-1** for fiscal year ending 09/30/2025 showing total revenue of \$ 69,912 (Acct. No. 3000) and total expenses of \$ 58,943 (Acct. No. 4000) thereby requesting a subsidy of \$0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$114,241 for fiscal year ending 9/30/2025 be submitted to the Department of Housing and Community Development for its review and approval. Stephen Domenicucci seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

MOTION: Cynthia Janeiro-Ehlke moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number **MRVP** for fiscal year ending 09/30/2025 showing total revenue of \$ 23,760 (Acct. No. 3000) and total expenses of 24, 365 (Acct. No. 4000) thereby requesting a subsidy of \$0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$114,241 for fiscal year ending 9/30/2025 be submitted to the Department of Housing and Community Development for its review and approval. Stephen Domenicucci seconded the motion which, upon roll-call, was passed by a vote of 4 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 9/30/2025, as presented. Stephen Domenicucci seconded the motion which, upon roll-call, was passed by a vote of 4 to 0. Chairman Domenicucci signed the PHA Board Resolution (HUD-52574) form.

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

Project 667-2 Brigham Cir ARPA Federal Pacific Replacement and Fire Alarm Upgrade (FISH #141073) Construction began on October 1. Work began with asbestos abatement and has now moved on to installation of the new fire alarm system. Construction is estimated to take approximately 15 weeks. The electrical panels to replace the federal pacific panels are still on order; installation of the panels will begin in the next several weeks once they are delivered to the contractor. So far, we have very positive reviews of this contractor and they have been very accommodating and easy to work with. We will be updating the work schedule weekly as construction progresses.

Project MA091-1 Norma Oliver Village Mechanical and Boiler Systems upgrade Construction is still ongoing. The Board reviewed Change Order #001, a change order to rework existing plumbing to install the main circulator pumps. The Board reviewed Change Order #002, a change order to correct an issue with the current wiring (no ground wire). The Board reviewed Change Order #003, a change order to complete rewiring of the new pump start/stop. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 approve Change Order #001 in the amount of \$29,464.02, Change Order #002 in the amount of \$3,399.72, and Change Order #003 in the amount of \$8,113.80, on the Norma Oliver Village Mechanical and Boiler Systems upgrade project.

Project MA091-1 Norma Oliver Village Trash Shed Upgrade Construction on the new sheds is almost complete. The next step is choosing a paint color – we are trying to match the paint color as closely as possible to the brick of the buildings.

Project MA091-1 Norma Oliver Village Community Center Generator We are currently waiting on the designer to give us a timeline on this project.

Project 689 49 Washington Street 2<sup>nd</sup> Floor Kitchen Upgrade (FISH 141415) Construction on the new kitchen is complete. We visited the site 2 weeks ago with the designer and our RCAT representative, and issued a final punch list of minor items to the contractor. The punch list is almost complete; we are waiting on final inspections by the Town. A change order on this project will be necessary as there was some minor electrical work needed on the breakers, mandated by the electrical inspector. We will have the change order for review and approval at the next meeting.

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

Construction is complete. A small change order was necessary to select different fixtures in the bathrooms, as they discovered during construction that the new fixtures did not properly cover the holes in the wall behind the old fixtures. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to approve Change Order No. 1 in the amount of \$1,022.00 on the 8 Irving Street lighting replacement project. The Board reviewed the Certificate of Final Completion and Payment Requisition No. 1. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to approve the Certificate of Final Completion and Pay Requisition No. 1 in the amount of \$20,039.00 on the 8 Irving Street Lighting Replacement project, as presented.

We must update our affirmative action goal every two years. Pursuant to EOHLC, the AA Goal pursuant to the PHN 2021-14 is 18.2% (MSA Minority %) and the HHA is at 4.84% in its state assisted public housing. Therefore, the HHA must adopt a goal of 1 in 5 (20%) minority placement rate. Upon a motion by Sarah Cressy, duly seconded by Christine Monteiro, the Board voted UNANIMOUSLY 4-0 to adopt the FY25 affirmative action goal of 18.2% and affirmative action minority placement rate of 1 in 5 (20%).

Resident Comments:

Resident Mary Lou McKeone passed out document packets to each commissioner and Director Beaulieu. When asked by several commissioners if she would like to speak about the packet she handed out, she requested that the commissioners read the packets and add a discussion to the next meeting agenda. When asked by several commissioners if she could summarize for them what the packets were about, she again declined to explain the information contained in the packets.

Other Business:

We received approval on our state Capital Improvement Plan and the following projects have been funded: Brigham Circle common area flooring replacement, Brigham Circle power washing/painting/shutter replacement, 49 Washington Street 2<sup>nd</sup> floor bathroom upgrade.

One of the staff architects from EOHLC visited Brigham Circle a few weeks ago and did a walk through, specifically looking at the newly approved projects so that work orders for the projects can be created. We received a very thorough and helpful site visit report in return, and are grateful architect Borja's time.

Since we previously adopted the FY25 payment standards and public housing flat rent, the FMRs for the Boston-Cambridge-Quincy Metro FMR region (in which Hudson is located) have been frozen as part of a requested review of their accuracy. This means that we need to continue using our old payment standards and flat rent. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to revert the Hudson and entire Boston-Cambridge-Quincy Metro FMR region payment standards back to the FY24 payment standards until the FY25 FMR review is completed. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to revert the federal public housing flat rent back to the FY24 flat rent of \$2,258 until the FY25 FMR review is completed.

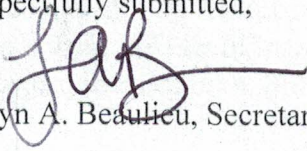
Commissioner Monteiro will need to complete the EOHLC required board member training; Director Beaulieu to get her the information to access the training.

The next meeting will take place on Thursday, November 14, 2024, at 6:30 p.m. at the Brigham Circle community center, 6 Brigham Circle, Hudson, MA.

There was no executive session.

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to adjourn at 8:02 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'JAB', with a long horizontal line extending to the right.

Jaclyn A. Beaulieu, Secretary