

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman Stephen Domenicucci called the meeting to order at 6:30 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, Christine Monteiro, Christine Dimare
Members Absent: N/A
Others Present: Jaclyn Beaulieu, public attendees

Cynthia Janeiro-Ehlke was not present at the start of the meeting.

Upon a motion by Sarah Cressy, duly seconded by Christine Dimare, the Board voted 4-0 to approve the minutes of the October 10, 2024 regular meeting, as presented.

Cynthia Janeiro-Ehlke entered the meeting.

Director Beaulieu reviewed the fiscal year-end (FYE) 9/30/2024 financial statements with the Board as well as the Budget Comparatives through FYE 9/30/24.

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 2024. Positions listed on the Top 5 Compensation Form are: Executive Director, Maintenance Superintendent, Maintenance Mechanic I, Assistant Executive Director/Housing Manager, and Program Representative, respectively.

The Board reviewed the Brigham Circle (400-1) Tenant Accounts Receivable (TAR) report as of 9/30/2024.

Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 5-0 to accept the year-end financial statements for FYE 9/30/24 and approve their submission to EOHLIC, as presented, including the FY24 Top 5 Compensation Form, the FYE 9/30/24 Tenant Accounts Receivable report, and the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.

Commissioners signed the applicable certification forms for FY24.

Commissioners reviewed the Accounts Payable report for October 2024. 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 2024, as presented.

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

Project 667-2 Brigham Cir ARPA Federal Pacific Replacement and Fire Alarm Upgrade (FISH #141073) Construction continues and is ahead of schedule. The fire alarm system replacement is about half finished, and the federal pacific electrical panel replacement is nearing completion. The Board reviewed 3

proposed change orders. Change Order 01 totaling \$3,292.62 includes the installation of required additional fire alarm system horns not called for on the original project documents. Change Order 02 totaling \$914.19 includes an additional pull station in building 10. Change Order 03 totaling \$1,303.66 includes additional circuit breakers required in the 8 ADA units. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to approve Change Order 01 in the amount of 3,292.62, Change Order 02 in the amount of \$914.19, and Change Order 03 in the amount of \$1,303.66, totaling \$5,510.47 in change orders to the Brigham Circle 667-2 ARPA Federal Pacific and Fire Alarm Upgrade project.

Project MA091-1 Norma Oliver Village Mechanical and Boiler Systems upgrade
Construction continues and is nearing completion.

Project MA091-1 Norma Oliver Village Trash Shed Upgrade

This project is almost complete. The sheds have been painted a brick red color and we are receiving positive feedback on how nice they look. There will be a small change order to include widening the ramps to the shed doors.

Project MA091-1 Norma Oliver Village Community Center Generator

We received a project draft today and it is under review.

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

Construction is complete. There is one necessary change order that included an electrical upgrade at the breaker panel required by the building inspector. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 5-0 to approve Change Order 01 in the amount of \$793.50 to the 49 Washington Street 2nd Floor Kitchen Upgrade project.

The Board also reviewed the Certificate of Final Completion and Payment Requisition #2 for the final contract payment. Upon a motion by Sarah Cressy, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to approve the Certificate of Final Completion for the 49 Washington Street 2nd Floor Kitchen Upgrade project. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 5-0 to approve Payment Requisition #2 for the final contract payment on the 49 Washington Street 2nd Floor Kitchen Upgrade project, and to remit payment to the contractor in the amount of \$2,943.50.

The Board reviewed an updated Pet Policy for our state public housing property at Brigham Circle. The policy was last updated in the 1990's and is very outdated. The new policy includes new forms for the HHA administrative office to use for residents to document their pets and inform the office of an alternative caretaker in the event they are unable to care for their pets. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted 4-0-1 to approve the HHA state public housing Pet Policy, as presented. Sarah Cressy abstained.

The Board reviewed the proposed FY25 utility allowances as calculated by Zeffert & Associates, Inc. Overall, gas charges increased, oil and propane charges decreased, and electric charges in Hudson were unchanged but increased in Marlborough. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Christine Dimare, the Board voted 5-0 to adopt the 2025 utility allowances, as presented, effective 12/1/24.

EOHLC has announced their mandatory MRVP payment standards for 2024. Upon a motion by Sarah Cressy, duly seconded by Christine Dimare, the Board voted 4-0-1 to approve the MRVP payment standards, as presented, effective 1/1/25. Cynthia Janeiro-Ehlke abstained.

We need to update our state housing programs hearing officer as our previous hearing officer, Kelley Cronin, has retired. Director Beaulieu proposed Jen Polito, the Executive Director of Concord Housing Authority. She has ample experience in administering housing programs and in being a hearing officer. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Christine Monteiro, the Board voted UNANIMOUSLY 5-0 to appoint Jennifer Polito as the state housing programs hearing officer for a term of 5 years.

Other Business:

The board reviewed a quote for the installation of a new door with ADA opener for the Brigham Circle community center. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Christine Monteiro, the Board voted UNANIMOUSLY 5-0 to approve the quote from Door Concepts, Inc. in the amount of \$7,038 for the installation of a new door with ADA opener for the Brigham Circle community center.

The condo we manage for Assabet Valley Affordable Housing, Inc. at 278 Manning Street #1403 should be ready to lease by January 1. We are working on finalizing an advertisement to distribute as marketing materials. The unit will be leased as affordable.

The HHA administrative office will be closed on Friday, November 29. Maintenance staff will be on site and available for emergencies.

Resident Comments:

Resident Mary Lou McKeone asked if anyone reviewed the documents she distributed to the Board at the last meeting. No commissioners reported reading them, and reminded Ms. McKeone that they requested that if she have something to present to the Board, to please present it in person. Ms. McKeone declined.

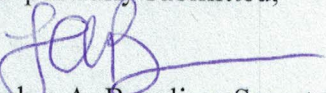
Resident Michael Ryan expressed concern about his apartment and his health. Director Beaulieu to meet with Mr. Ryan separately to discuss and investigate his concerns.

The next meeting will take place on Thursday, December 12, 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 Cynthia Janeiro-Ehlke, duly seconded by Christine Dimare, the Board voted UNANIMOUSLY 4-0 to adjourn at 8:10 p.m.

Respectfully submitted,


Jaelyn A. Beaulieu, Secretary

