

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman, Bryan Johannes, called the meeting to order at 6:41 p.m.

The meeting took place via Zoom virtual conference due to the COVID-19 State of Emergency. The access information for the meeting was as follows:

Link: <https://us02web.zoom.us/j/83252997255?pwd=eWVldURWalgzTGQzb01QcGdvOTZsZz09>

Conference call-in details via telephone:

**Meeting ID: 832 5299 7255 Meeting Password: 484874** One tap mobile: + 13126266799, 16465588656, 13462487799, 16699009128, 12532158782, 13017158592

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

Members Absent: N/A

Others Present: Jaclyn A. Beaulieu, HHA Fee Accountant Dan Robillard, public attendees

Roll call was taken by Chairman Johannes of all members present. Chairman Johannes read an introduction to the reason and procedure for a remote meeting of the Board. All votes will be taken via roll call vote. The meeting was recorded.

Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 by roll call to approve the minutes of the October 21, 2021 regular meeting.

Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 4-0 by roll call to approve the minutes of the October 21, 2021 Executive Session meeting.

HHA Fee Accountant Dan Robillard reviewed the fiscal year-end (FYE) 9/30/2021 financial statements with the Board as well as the Budget Comparatives through FYE 9/30/21.

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 2021. Positions listed on the Top 5 Compensation Form are: Executive Director, Maintenance Superintendent, Maintenance Mechanic I, Assistant Executive Director/Housing Manager, Program Representative, respectively.

The Board reviewed the Brigham Circle (400-1) Tenant Accounts Receivable (TAR) report.

Upon a motion by Sarah Cressy, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY, by a roll call vote of 4 to 0, to accept and approve submission of the 9/30/2021 fiscal year end (FYE) reports, as presented, including the 9/30/2021 financial statements, the Top 5 Compensation Form, the Tenant Accounts Receivable report, and the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.

Because the meeting was virtual, all commissioners will meet individually with Director Beaulieu to sign the certifications, as required.

Commissioners reviewed the Accounts Payable report for October 2021. Commissioner Cressy asked about the payment to GIC for survivor benefits; fee accountant Robillard explained that it is HHA's portion of the benefits for survivors of retired employees of HHA. Upon a motion by Stephen Domenicucci, duly seconded

by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 by roll call to approve the Accounts Payable for October 2021, as presented.

Commissioners reviewed the ~~Warrant to Transfer~~ Funds for October 2021, the Payroll Warrants for October 2021, and the Housing Assistance Payments Warrant for November 2021. There were no comments. Chairman Johannes will sign the warrants at a later date.

Project FISH #141063: 667-1 Brigham Circle Roof Replacement Development Wide project  
The Board reviewed the Certificate of Final Completion. Upon a motion by Sarah Cressy, duly seconded by Bryan Johannes, the Board voted UNANIMOUSLY 4-0 by roll call to approve the Certificate of Final Completion for the 667-1 Brigham Circle Roof Replacement Project (FISH #141063) and to release payment #2 to the contractor totaling \$6,850.00.

Project 667-1&2 Brigham Circle Call Box Replacement (FISH #141071)  
The work order for this project is still under review by RCAT and HHA.

Project 91-1 Norma Oliver Village Appliance Replacement development wide  
This project is being rebid later this month with changes to the specifications, including an extended timeline for delivery of appliances.

Project FISH #141065: 689 49 Washington Street Bathroom Upgrade project (FISH #141069)  
We are currently waiting on the final proposed construction documents from the project architect.

Project 167 8 Irving Street Deck Repairs (FISH #141062)  
This project was completed on 11/9/2021. According to Maintenance Supervisor Jon Orkiseski, the contractor did a very good job with the repairs.

Commissioners reviewed the FY2022 Budget Guidelines from DHCD, which include a 4% increase to the Allowable Non-Utility Expense Level (ANUEL). For reference, the FY2021 Budget Guidelines included a 0% increase in the ANUEL. We have not yet prepared the FY2022 budget per advice from our fee accountant, as we are still waiting on the new executive director salary schedule, scheduled to be released by DHCD in the next month.

Director Beaulieu has prepared an update to the authorized signatories on the HHA bank accounts and will meet with each commissioner over the next week to get the documents properly signed for filing.

Director Beaulieu updated the Board on HHA progress on tenant concerns addressed at the 10/21/21 meeting:

The new solar-powered flashing "Slow" sign has been installed at the entrance to Norma Oliver Village. Norma Oliver Village resident Lillian MacNeil doesn't think the signs we have installed thus far are enough to stop the speeding in the circle; Chairman Johannes will speak to the Hudson Police Department about possibly borrowing a speed-recording sign to temporarily install at Norma Oliver Village to gather more information about traffic patterns.

Norma Oliver Village resident Mary Lou McKeone had requested at the last meeting to have a discussion of resident councils at today's meeting and invited a speaker from the Massachusetts Union of Public Housing Tenants to give a short presentation. Unfortunately, the speaker had to leave the meeting early and could not make his presentation. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY by roll call to table this agenda item to next month's meeting.

Other Business:

As has been the case for the past several years, all administrative personnel have requested to take the day after Thanksgiving off with their respective paid time off balances. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY by roll call to close the HHA office on Friday, November 26, 2021. At least one maintenance person will be on site that day, and as always, maintenance staff is available on-call for emergencies 24/7.

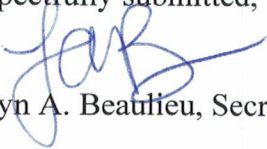
The next HHA meeting will be Thursday, December 9, 2021, pending any unforeseen conflicts.

Executive Session:

There was no executive session.

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY by roll call to adjourn at 7:36 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'JAB', is written over the typed name.

Jaclyn A. Beaulieu, Secretary

