

**Regular Meeting**

**August 21, 2025**

At a regular meeting of the Hudson Housing Authority Board of Commissioners, Chairman Stephen Domenicucci called the meeting to order at 6:32 p.m.

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

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

The Board held the Annual Meeting of the Board of Commissioners to hold the annual election of the officers of the Board. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to appoint Stephen Domenicucci as the Chairperson. Upon a motion by Stephen Domenicucci, duly seconded by Christine Monteiro, the Board voted UNANIMOUSLY 4-0 to appoint Sarah Cressy as the Vice-Chairperson. Upon a motion by Stephen Domenicucci, duly seconded by Christine Monteiro, the Board voted UNANIMOUSLY 4-0 to appoint Cynthia Janeiro-Ehlke as the Treasurer.

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to approve the minutes of the July 10, 2025 regular meeting, as presented.

The Board reviewed the 10/1/24 through 6/30/25 budget comparative report. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to approve the 10/1/24 through 6/30/25 budget comparative report, as presented.

The Board noted receipt of the 10/1/24 through 6/30/25 quarterly operating statements.

The Board reviewed a proposed budget revision to the FY25 budget. The revision is being proposed at the request of our auditors to reallocate prorations of administrative salaries between our programs to better reflect time spent working on different programs. No salaries have been changed in this revision. We have also updated some budgeted maintenance items for the state public housing program to better align with actual spending so far this fiscal year. The changes make updates to the budgets for the 400-1 state public housing program and the MRVP program.

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 \$ 830,111 (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. 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 25,858 (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.

Commissioners reviewed the Accounts Payable report for July 2025. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to approve the Accounts Payable report for July 2025, as presented.

Commissioners reviewed the Warrant to Transfer Funds for July 2025, Payroll Warrants July 2025, and the Housing Assistance Payments Warrant for August 2025. Chairman Domenicucci signed the warrants.

Project 667-1&2 Brigham Circle Common Area Floor Replacement (FISH 141420)

The contract was sent by CJM Services, Inc. has been approved for signature by EOHLC and has been sent to the contractor for signature.

Project 667-1&2 Brigham Circle Site Work and Paving (FISH 141416)

This project includes a review of possible changes to the property entrance to Brigham Circle, and thus requires a site survey. EOHLC has recommended that we have all of Brigham Circle surveyed as part of this project, and has requested this be done by the project designer, Allen & Major Associates, Inc. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 4-0 approve the contract for additional services by Allen & Major Associates, Inc. for property/land surveying of Brigham Circle in the amount of \$27,500.

Project MA091-1 Norma Oliver Village Community Center Generator

The generator is currently on order with a lead time of several weeks. Site prep work has begun.

Project 689: 49 Washington Street 2<sup>nd</sup> Floor bathroom upgrade (FISH 141421)

The bathroom upgrade project required three change orders during construction. Change Order 01 includes replacing rotted drywall and subfloor that was uncovered during the construction process. Change Order 02 includes repairs to the boiler tank that services the hot water. Change Order 03 comes at the request of Seven Hills Foundation, the program that leases the property, and includes installation of a higher toilet, removable showerhead, and extra grab bar. Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to approve Change Order 01 in the amount of \$969.58, Change Order 02 in the amount of \$522.50, and Change Order 03 in the amount of \$1909.75 to FISH 141421 49 Washington Street 2<sup>nd</sup> floor bathroom upgrade project.

The Board discussed the Norma Oliver Village Smoke Free Housing Policy. We have received recent feedback from residents regarding the Smoke Free Policy that has prompted this discussion. The current policy allows smoking on the property that is 25-feet from all buildings. There was a discussion about making the property fully non-smoking, or having designated smoking areas. Before the Board makes any decisions or moves any further with possible proposed policy changes, we will

conduct a survey of the residents to elicit feedback from all residents of the property on this topic. We plan to have the survey results at the October meeting.

Other Business:

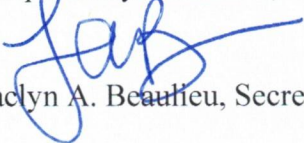
Public attendee feedback was received regarding the Smoke Free policy at Norma Oliver Village. Resident K. Demarco would like the property to be fully nonsmoking. Resident M. McKeone would like HHA to look into cigarette smoke detector devices for the apartments. Resident M. McKeone would like the Board to review more information on HUD's smoke free housing rule.

The next meeting will take place on Thursday, September 11, 2025 at 6:30 p.m. the Norma Oliver Village community center.

There was no executive session.

Upon a motion by Sarah Cressy, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 4-0 to adjourn at 7:35 p.m.

Respectfully submitted,



Jaclyn A. Beaulieu, Secretary

