

**Regular Meeting**

**November 13, 2025**

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 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, Jen 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 October 16, 2025 regular meeting, as presented.

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted 4-0 to approve the minutes of the October 16, 2025 executive session meeting, as presented.

Fee Accountant Robillard reviewed the fiscal year-end (FYE) 9/30/2025 financial statements with the Board as well as the Budget Comparatives for fiscal year 10/1/24 – 9/30/25.

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 2025. Positions listed on the Top 5 Compensation Form are: Executive Director, Maintenance Superintendent, Maintenance Mechanic I, Maintenance Mechanic I, and Assistant Executive Director/Housing Manager, respectively.

The Board reviewed the Brigham Circle (400-1) Tenant Accounts Receivable (TAR) report as of 9/30/2025.

Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to accept and certify the year-end financial statements for FYE 9/30/25 and approve their submission to EOHLC, as presented, including the FY25 Top 5 Compensation Form, the FYE 9/30/25 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 FY25. Commissioner Dimare was not present at the meeting; Director Beaulieu to obtain her signature at a later date.

The Board reviewed the Executive Director/Board Approval Regarding Wage Match form for annual acknowledgement of policies related to the Wage Match system for state housing participants. The form is required by EOHLC annually and requires the Executive Director and the Board to acknowledge compliance with EOHLC policies and regulations related to the Wage Match system. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to approve, and authorize Chairman Domenicucci to sign, the Executive Director/Board Approval Regarding Wage Match, v2 form for Hudson Housing Authority for FY2025.



The Board reviewed the EOHLC Executive Director Salary and Qualifications Schedule for FY26. The presented FY26 Schedule results in a calculated salary maximum of \$116,234 for the Executive Director position at Hudson Housing Authority. Upon a motion by Stephen Domenicucci, duly seconded by Christine Monteiro, the Board voted UNANIMOUSLY 4-0 to approve the fiscal year 2026 Executive Director Salary Calculation Worksheet, as presented, including a Board-Approved salary of \$116,234 for Executive Director Jaclyn Beaulieu, retroactive to 10/1/2025.

The Board reviewed an updated At-Will Agreement for HHA Executive Director Jaclyn Beaulieu. Director Beaulieu has not requested any changes to her At-Will Agreement since it was originally approved in 2017. The new contract provides for a total of 187.5 hours of vacation per year (5 weeks) and 112.5 hours of paid sick leave per year (15 days). All other benefits in accordance with HHA Personnel Policy. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to approve the Memorandum of Agreement for At-Will Employment of Executive Director by and between the Hudson Housing Authority and Jaclyn A. Beaulieu, including an FY26 salary of \$116,234.

FY2026 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 09/30/2026 showing total revenue of \$ 861,867 (Acct. No. 3000) and total expenses of \$ 861,867 (Acct. No. 4000) thereby requesting a subsidy of \$39,219 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$116,234 for fiscal year ending 9/30/2026 be submitted to the Department of Housing and Community Development for its review and approval. Christine Monteiro seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

MOTION: Stephen Domenicucci moved that the proposed Operating budget for State-Aided Housing of the Hudson Housing Authority, Program Number **689-1** for fiscal year ending 09/30/2026 showing total revenue of \$ 72,012 (Acct. No. 3000) and total expenses of \$ 62,008 (Acct. No. 4000) thereby requesting a subsidy of \$0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$116,234 for fiscal year ending 9/30/2026 be submitted to the Department of Housing and Community Development for its review and approval. Cynthia Janeiro-Ehlke 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 09/30/2026 showing total revenue of \$ 23,100 (Acct. No. 3000) and total expenses of 26,311 (Acct. No. 4000) thereby requesting a subsidy of \$0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$116,234 for fiscal year ending 9/30/2026 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 to approve the Hudson Housing Authority federal programs operating budgets, including the federal public housing program MA091-1 and Section 8 Housing Choice Voucher Program, for fiscal year ending 9/30/2026, as presented. Stephen Domenicucci seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

Upon a motion by Sarah Cressy, duly seconded by Christine Monteiro, the Board voted



UNANIMOUSLY 4-0 to authorize Executive Director Jaclyn Beaulieu to sign the calendar year 2025 PHA Board Resolution (HUD-52574) to certify the Board's approval of the federal program operating budget.

Chairman Domenicucci declared that agenda item 6a was to be taken out of order and addressed at this time. The Board considered a 2-year renewal of HHA's contract with our fee accountant contract with Milne, Shaw, & Robillard, PC. Upon a motion by Stephen Domenicucci, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to approve the contract between Hudson Housing Authority and Milne, Shaw, & Robillard, PC for fiscal years 2026 and 2027, as presented.

Upon a motion by Stephen Domenicucci, duly seconded by Christine Monteiro, the Board voted UNANIMOUSLY 4-0 to approve the September 2025 accounts payable report, as presented.

Upon a motion by Stephen Domenicucci, duly seconded by Christine Monteiro, the Board voted UNANIMOUSLY 4-0 to approve the October 2025 accounts payable report, as presented.

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

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

Construction on this project began on November 10; there have been some first-week hiccups in the schedule, including materials that were unexpectedly delayed in delivery, and a meeting is scheduled for Monday to create a revised schedule. Construction is expected to continue through January 2026.

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

Allen & Major Associates continues to work on the design phase of this project.

Project 667-1&2 Brigham Circle Hot Water Heater Replacement (FISH 141423)

Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Stephen Domenicucci, the Board voted UNANIMOUSLY 4-0 to approve the fee proposal from Rogue Engineering & Design for design services for the Brigham Circle Hot Water Heater Replacement project in the amount of \$12,360.

Project MA091-1 Norma Oliver Village Community Center Generator

The generator should be in by the end of the week; the contractor is coordinating delivery and installation for next week.

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

Upon a motion by Sarah Cressy, duly seconded by Cynthia Janeiro-Ehlke, the Board voted UNANIMOUSLY 4-0 to approve the Certificate of Final Completion and final contract payment to Sorella Contracting, Inc. for the 49 Washington Street 2<sup>nd</sup> Floor Bathroom upgrade project in the amount of \$1,492.14.

Project 689: 49 Washington Street Side Ramp Upgrade (FISH 141426)

Vance Architects, LLC submitted the design for the project this week and it is currently under review.

Upon a motion by Stephen Domenicucci, duly seconded by Christine Monteiro, the Board voted UNANIMOUSLY 4-0 to approve the quote from New England Gutter Company for gutter cleaning at



all HHA properties, including 4 Glen Road, Brigham Circle, 49 Washington Street, and 8 Irving Street, in the amount of \$5,439. Gutter cleaning is scheduled for the first week of December.

The Board deferred continuation of the discussion of the Smoke Free Policy at Norma Oliver Village to the December meeting.

Other Business:

Public attendee feedback was received.

Resident K. Demarco does not agree with deferring the discussion of the Smoke Free Policy to the December meeting. Ms. Demarco does not agree with the FY26 budget that was presented and approved this evening. Ms. Demarco demanded Commissioner Cressy resign from the Board.

EOHLC is now requiring that the Four-Factor Self-Assessment Analysis in our Language Access Plan be submitted to EOHLC in a format consistent with Attachment A from their PHN 2021-21 titled Template Language Access Plan. Originally, the template was optional; they are now requiring that the Analysis be board-approved and submitted to EOHLC in the format of Attachment A by 11/22/25. The Board reviewed Attachment A; the information has not changed from our current Language Access Plan, only its format. Upon a motion by Cynthia Janeiro-Ehlke, duly seconded by Sarah Cressy, the Board voted 4-0 to adopt the HHA Language Access Plan "Attachment A" Four Factor Self Analysis, as presented, for submission to EOHLC.

The Board reviewed the proposed FY26 utility allowances as calculated by Zeffert & Associates, Inc. Overall, the biggest change was that gas charges notably increased by almost double across the board. Upon a motion by Stephen Domenicucci, duly seconded by Cynthia Janeiro-Ehlke, the Board voted 4-0 to adopt the 2026 utility allowances, as presented, effective 1/1/26.

We were notified that we are having a HUD NSPIRE inspection on Tuesday, December 2, 2025 at Norma Oliver Village, 4 Glen Road. NSPIRE is the National Standards for the Physical Inspection of Real Estate, which is the new federal inspection protocol that replaced the old REAC standards. Notice will be given to residents next week informing them of the upcoming inspection.

The HHA administrative office will be closed on Friday, November 28 and Friday, December 26. Maintenance staff will be available for emergencies, as always, 24/7, by calling HHA at (978) 562-9268 x9.

The next meeting will take place on Thursday, December 11, 2025 at 6:30 p.m. at the Brigham Circle community center.

There was no executive session.

Upon a motion by Christine Monteiro, duly seconded by Sarah Cressy, the Board voted UNANIMOUSLY 4-0 to adjourn at 8:40 p.m.

Respectfully submitted,

Jaclyn A. Beaulieu, Secretary