

**Minutes of the Regular Meeting of the Board of Commissioners  
of the Hudson Housing Authority  
February 14, 2018**

1. **Roll Call/Establishment of Quorum**: The meeting was called to order at 6:12pm by Secretary Tim Mattice. Members in attendance were: Chairperson Weaver, Commissioners Barbara Hall, Peggy Polenberg, and Mary Decker. Members absent: Anthony Pastel, Tracy Brown. A quorum has been established. Vice-Chair Martin arrived after the meeting started.
2. **Approve Meeting Minutes February 14, 2018**: Reading of the minutes from the Regular Board meeting held on February 14, 2018: The minutes of the previous meeting were ready. Motion to approve the minutes was made by Commissioner Hall. Seconded by Commissioner Decker. Minutes were approved unanimously.
3. **Board approved the Accounts Payable from December, 2017**: Board approval of December's monthly expenses that were not voted on at the January meeting. Motion to approve accounts payable for December 2017 was made by: Commissioner Hall. Seconded by: Commissioner Polenburg. Accounts Payables were approved unanimously.
4. **Board approved the Accounts Payable for January 2018**: Board review of January's monthly expenses. Motion to approve accounts payable for January was made by: Commissioner Polenburg. Seconded by: Vice-Chairman Martin. Accounts Payables were approved unanimously.
  - Commissioner Decker asked why a child support payment for one employee was made twice for the month of January. ED explained that child support payments are made twice a month along with the employee's pay cycle. One particular employee had two support payment orders that's why there were two payments made.
  - ED explained January expenses were unusually high due to bi-annual water bill, MVP health insurance, PILOT payment, HRA insurance contribution.
5. **Monthly Financial Review**: Motion to approve monthly Finances for January 2018 was made by Commissioner Polenburg. Seconded by Commissioner Decker. Monthly financial review was approved unanimously.
  - The Executive Director presented the board with December's monthly financial statements.
  - Tenant Account Receivables down to 14%
  - Rent collection up significantly for September 2017.

**New Business**

Agenda item #4 was deferred to the end of the meeting at the request of the board chairman to be discussed in executive session.

6. **Resolution No. #433**: Resolution #433 Auction International to auction off surplus HA equipment. The Executive Director explained that the HA is desirous to sell its surplus equipment and office items it no longer uses to the public. The ED presented the board a list of items to be auctioned off if anyone had questions. Motion to approve Resolution #433 was made by Commissioner Polenburg. Seconded by Commissioner Decker. Motion was approved unanimously.

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Motion to approve Resolution #433 was made by Commissioner Polenborg.

Seconded by Commissioner Decker. Motion was approved unanimously.

- Commissioner Polenborg asked who Auction International is. The ED explained Auction International is a private auction company that sells items on an online auction site to the public for any private or public entity.
- Chairman Weaver asked what are the 30 stock windows on the auction list to sell. Can they be used by the HA. The ED explained he is not sure where the windows came from but they are not for use by the HA.
- Board had a general discussion about the list of items to be auctioned off.

**7. Resolution No. #434:** Resolution #434 2017 Proposed Capital Fund Budget & Projects.

The Executive Director explained that he has provided the board a project budget for capital improvements for 2018 as a courtesy so the board know what the HA is spending federal CFP funds on. Typically, HUD CFP funding is put into operating every year and then it is used as needed for any maintenance repairs or capital improvements.

Motion to approve Resolution #434 was made by Commissioner Polenborg.

Seconded by Commissioner Hall. Motion to approve Resolution #434 was approved unanimously.

- Vice-Chairman Martin asked about the elevator improvements. Any funds needed for elevator repairs will most likely come from our operating reserves because the amount will be \$100,000 or more.
- Commissioner Decker & Polenborg asked about the low-rise Handicap ramp installation. The ED explained reasonable accommodations were requested by a resident with a handicapped child.

**8. Elevator Service Contract Discussion:** The ED had a general discussion regarding the operation and maintenance of the HA's elevators. Albany Elevator exercised their right to canceled the HA's contract so there is an immediate need to find another company that will provide us with a full elevator service contract. The ED explained that he solicited five companies: Albany Elevator, Otis, McGee, Bay State, and Schindler Elevator. Bay State and Schindler Elevator Company were not interested in providing any form of contract due to the age of the elevators. Albany and McGee Elevator Company are only offering an oil & grease contract, any repairs above that would be assessed at a straight rate fee submitted to the HA for review and approval prior to repairs. Otis Elevator is the only company willing to provide a full service contract at \$1,100 per month with a \$1,500 per occurrence threshold, anything above that threshold would be assessed at a straight rate fee.

- Commissioner Polenborg asked if the HA makes a substantial investment in the elevator will the monthly contract amount with Otis be reduced to reflect the improvements. The ED explained Otis is willing to renegotiate the contract based on our needs and/or any improvements we make to the elevators. Otis proposed to provide the HA a capital improve plan for the two elevators, including specific repairs and parts replacement for the board to consider if they want to invest in a modest rehabilitation. The ED also noted, funding for any substantial improvements will most likely come from our operating reserves, a hit we will have to take to make the elevators safe. After a deliberating discussion the board determined that in the best interest and safety of the residents, and the best cost effective approach would be to enter into contract with Otis Elevator. Additionally, the HA would commit to a modest modernization improvement to the elevators with the option of renegotiating with Otis Elevator to reduce the monthly maintenance fee. There was a general consensus of the board to approve the ED to enter into a contract with Otis Elevator for a full service contract at \$1,100 per month, with a potential renegotiation of terms based on the HA's investment in improving the elevators as soon as possible.

**9. Bliss Towers Uniform Physical Conditions Standards Inspection Report (UPCS):** The ED explained the results of the UPCS inspection of Columbia Apartments performed by the Inspection Group. The inspection resulted a 14 point out of 100 point. There were 16 pages of health and safety repairs that needed to be made immediately, and 47 pages of general work and repairs needed. To date all the health and safety related repairs have been

Inspection Group. The inspection resulted a 14 point out of 100 point. There were 16 pages of health and safety repairs that needed to be made immediately, and 47 pages of general work and repairs needed. To date all the health and safety related repairs have been completed and we are currently working on the list of general housing repairs. The HA is also seeking third party contractors to assist us with the housing units that have been taken off-line that need extensive modernization and repairs. Most of the health and safety concerns cited included blocked egress, electrical covers missing, smoke detectors not working or missing batteries. We are also working on the overall functionality of the building as well, improving the lobby, community room, storage and maintenance rooms, elevators, and building grounds, building ventilation and garbage shoots.

**10. Proposed Hudson Police Department Partnership/above baseline service agreement:**

The ED explained a partnership between the HA and the Hudson Police Department, including above base line services. There may be specific services we are looking for that the police department can assist us with. Bliss Towers has had a long criminal and drug problem that needs to be addressed. There needs to be a committed comprehensive anti-crime, anti-drug program in place. How or what could this agreement look like.

- Vice Chairman Martin stated this partnership agreement should be transparent with the residents and what services everyone agrees to.

**11. Update: Co-Developer RFQ for Columbia Apartments/State Street Project.** The ED explained that the RFQ was sent out about three weeks ago. There is a Pre-submittal meeting on February 28<sup>th</sup> for potential developers to ask questions about the RFQ or to look at the property. We will be setting up a sub-committee group to help select the developer. There have been at least a half dozen interested developers so far.

**12. Discussion: Amendment to the Hudson Housing Authority Board of Commissioners By-Laws:** Chairman Weaver presented an expanded, revised by-laws document. The Chairperson explained the board is desirous of updating the by-law so it is more in line with modern meeting and protocol standards. Chairperson Weaver disbursed sample by-laws for board members to look at. The board voted to tabled resolution to the next meeting.

**13. Report of Resident Commissioners:**

- Commissioner Decker commented that the residents would like to see bigger washers and dryers in the laundry rooms and reduce the price per wash load.
- Coin machine doesn't work, need new one.
- Start Neighborhood Watch Program, partner with Hudson Police Department.

**Other Business**

- Public Comment. No comments from the public.

**14. Call for Executive Session to discuss personnel matters related to the housing authority.**

The board chairman called for an executive session to discuss matters related to the personnel policies, and employee drug concerns.

Motion to adjourn into executive session was made by Chairperson Weaver

Seconded by Vice-Chairperson Martin. Motion was approved unanimously.

Adoption of Resolution #432 in Executive Session:

**Resolution No. #432:** Amendment to the Employee Personnel Policy, specifically, Article XXIII – Section 1, Appendix A Drug Testing and Substance Abuse Policy Statement.

Motion to approve Resolution #432 was made by Chairperson Weaver

Seconded by Vice-Chairperson Martin.

Motion to approve Resolution #432 was approved unanimously with the stipulation to include hair sample testing only for all drug related testing.

**15. Adjournment:** Motion to adjourn made by Commissioner Hall and seconded by Commissioner Decker. Motion approved unanimously. Meeting adjourned at 8:11pm.

Respectfully submitted,

Timothy M. Mattice, Secretary