

**Minutes of the Regular Meeting of the Board of Commissioners
of the Hudson Housing Authority
April 11, 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, Vice-Chair Martin, Commissioners Peggy Polenberg, Mary Decker. Members absent: Tracy Brown, Barbara Hall and Anthony Pastel. A quorum has been established.
2. **Approve Meeting Minutes March 14, 2018**: Reading of the minutes from the Regular Board meeting held on March 14, 2018: The minutes of the previous meeting were ready. Motion to approve the minutes was made by Commissioner Polenberg. Seconded by Commissioner Decker. Minutes were approved unanimously.
3. **Board approval of the Accounts Payable for March 2018**: Board review of monthly expenses for March. Motion to approve accounts payable for March was made by: Commissioner Decker. Seconded by: Commissioner Polenberg. Accounts Payables were approved unanimously.
4. **Monthly Financial Review**: Motion to approve monthly Finances for March 2018 was made by Commissioner Polenberg. Seconded by Vice-Chair Martian. Monthly financial review was approved unanimously.

New Business

5. **Board review and approval of Commissioner Barbara Hall's resignation letter**. The ED presented the board with the resignation letter of Commissioner Hall for the board to review and approve. The board had a general discussion regarding the process for a new election to fill Commissioner Hall's seat. Motion to approve Commissioner Hall's resignation letter was made by: Commissioner Polenberg. Seconded by: Commissioner Decker. Motion was approved unanimously.
6. **Hudson Police Department Partnership/above baseline service agreement**. The ED discussed the background and reason for the proposed HPD partnership. The ED explained that HUD allows PHAs to use public housing dollars for security, public safety and above baseline police services.
 - Commissioner Polenberg ask if the officers would be wearing uniforms. Officer Miller explained that in some cases officers would be in uniform but it depends on the HA's need.
 - The ED explained that the HA can control the aspects of the agreement and would develop a scope of work that we would want the HPD to perform including the frequency, type of action, time of day, weekdays or weekends.
 - Commissioner Polenberg commented that she is all for the agreement and that the HA should move forward.
 - Vice-Chairman Martin asked if the police officers assigned to Bliss Towers would be on O.T. Officer Miller explained the Police Chief submitted a letter detailing the per hour rate for officers under the proposed agreement, typically \$45 to \$52 dollars per hour O.T. rate.
 - Commissioner Polenberg asked how HPD would be reimbursed. The ED explained there would be a contract between HPD and the HHA. There would be an hourly rate established and time sheets submitted to the HA for any reimbursement.
 - Chairperson Weaver stated that the HA will need to further the discussion at the next board meeting when all the board is present.
 - Vice- Chairman Martin stated it would be a great idea, but needs to be coordinated with the residents. The level of police presence determined through resident input.
 - Commissioner Decker explained there should be a tenant meeting to discuss the HPD

- Vice-Chairman Martin stated it would be a great idea, but needs to be coordinated with the residents. The level of police presence determined through resident input.
- Commissioner Decker explained there should be a tenant meeting to discuss the HPD service agreement. Chairman Weaver stated that a tenant meeting should be scheduled as soon as possible, and then discuss resident input from that meeting at the May 16th Board meeting.

7. Review of HHA's No Smoking Policy and Lease Addendum. The ED attached a copy of the DRAFT smoke-free policy and new lease addendum for the board to review. The ED has a general discussion regarding the new HUD smoke-free policy. The board will be adopting the HHA smoke-free policy through a formal resolution at the May 16th board meeting. The new policy will go into effect June 1 2018. The residents will also be required to sign a lease addendum when they pay their rent on June 1, 2018.

8. Update: Co-Developer RFQ for Columbia Apartments/State Street Project.

Discussion: The ED explained there was a Pre-submittal meeting on February 28th for developers who had questions regarding the RFQ and to look at the HA's facilities. There were four developers who attended the pre-submittal meeting. The board will be setting up a sub-committee group to help select the best co-developer and proposal once all proposals are submitted. The ED provided the board with a review matrix that will be used in the review and selection of a co-developer. There has been at least a half dozen interested developers so far. The deadline date for submitting development proposals is April 13, 2018.

9. Review Hudson Housing Authority's Corrective Action Plan Requested by HUD. The ED explained that a Corrective Action Plan is included in their packet for the board to review. HUD has given the HHA 30-days to respond to a substandard determination based on a low physical inspection score. The ED stated that the board needs to approve the Action Plan before we send it to HUD.

- Vice chairperson Martin stated that he is not sure about the facts stated in the cover letter written by Chairperson Weaver, specifically statements regarding the previous ED Jeff First.
- Chairperson Weaver stated that there are meeting minutes that document all the statements he made in the cover letter. The chairperson also stated he can back-up everything that is stated in the cover letter.
- Vice-Chairperson Martin stated can the cover letter reference the specific meeting minutes of the statements regarding Jeff First made by Chairperson Weaver. Vice Chairperson Martin stated he cannot attest to those specific facts of the cover letter because he was not a board member then.
- Vice Chairperson Martin commented, can all the incidences as described above in the cover letter be referenced to the actual facts of corresponding meeting minutes because the entire board has to approve the cover letter.
- Vice Chairperson Martin continued to state that there should be back up material to the statements made in the cover letter if anyone requests it.
- Chairperson Weaver stated that if HUD requests further information then the board can provide it at that time.
- Commissioner Polenbergs commented that the cover letter could state: backup material is available upon request that attest to the facts stated in the cover letter.
- The ED stated that he and Chairperson Weaver can revise the language or reword the cover letter, specifically statements regarding Jeff First and email it out to the board for a consensus before the letter is sent to HUD.

10. Executive Director's Report: The ED presented the board an update of the following items:

- Single Audit Report Completed, Final report in Board packet
- UPCS & Housekeeping Inspections scheduled for June 30th
- Unit modernizations (Seven units) underway
- Proposed Bookkeeping Account Clerk position preparing for new development

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- Proposed Bookkeeping Account Clerk position preparing for new development project
- National Grid Grant Program (Rise Engineering) lighting/aerators
- Partnership with DDS for caseworker and other social services for Bliss Tower residents
- Partnership with city council on fence removal and beautification project
- 2018-2019 budget process next month/end of year reporting

11. Report of Resident Commissioners:

- Commissioner Decker stated the last tenant meeting she conducted there was poor attendance. She mentioned that food or snacks would help encourage more people to attend.
- Commissioner Decker asked if the board needs to hold another election or if the board could just elect the next candidate who ran in the last election? The ED stated that a new election will need to be conducted according to HUD regulations.

Other Business

- Public Comment. None.

12. **Adjournment:** The Chairperson stated there was no quorum so the meeting was adjourned.
13.

Respectfully submitted,

Timothy M. Mattice, Secretary