

**REGULAR MEETING**

**FEBRUARY 20, 2018**

**MINUTES**

**204 Elm Street (COA) 6:05 pm**

**ROLL CALL**

Present: Christine Sullivan, , Gloria Paton, Jaye Alexander

Absent: Rick Leco (no fifth Commissioner)

Also Present: Dan Ouellette, TV North, and two public members (J. Hardenberg & L. Lawes)

CONSENT AGENDA

**1. MINUTES**

Regular Meeting – January 16, 2018

**2. FINANCIALS**

Check Register –January 2018

Balance Sheets- January 2018

**3. MODERNIZATION/FORMULA FUNDING**

S. Washington Elevator scope change (see below)

**4. MONTHLY REPORTS**

Section 8

Conventional Housing

**5. TENANT ASSOCIATIONS:**

**Motion to Approve/ Accept the Consent Agenda items by: J. Alexander Second: G. Paton**

**Vote: UIF ( Unanimous In Favor )**

**6. OLD BUSINESS**

Non- Smoking across NAHA properties. (Extending from outside smoking to “off-site”)  
Commissioners did not want to address this policy. It will be brought up at a later Board meeting.

**BUSINESS AGENDA NEW BUSINESS**

- A. E.D. requests Board authorization to add “new elevator” to South Washington, as part of the DHCD “Second Elevator” program published in PHN 2015- 22

Motion: G. Paton Second: J. Alexander Vote: Unanimous IF

- B. E. D. requests Board authorization to add the following to the NAHA CIP programs for FY 2019:

- 1 Create new parking spaces at Elm Terrace (behind building) AND  
Install sidewalks from 1<sup>st</sup> floor patio doors to new parking spaces.
- 2 Install Second Elevator at South Washington Street (above)
- 3 Install insulation to Circle Court attics (This is upgrade and will be funded by ABCD grant.)  
Note—other projects are to be added as funding allows.
- 4 Install Addressable fire alarm system at South Washington Street (See item C below)

Motion: J. Alexander Second: G. Paton Vote: Unanimous IF

- C. E.D. Requests Board authorization to contract with best bidder for South Washington Security Panel repairs. (Cost is estimated at \$8,000). NAHA will issue RFP for extensive upgrades as soon as funding allows in the CIP (Capital Improvement Program).

Motion: J. Alexander Second: G. Paton Vote: Unanimous IF

- D. E.D. requests authorization to purchase Dumpster Caddy from best bidder. (cost estimate \$7,500)

Motion: G. Paton Second: J. Alexandre Vote: Unanimous IF

- E. E.D requests authorization to sign Work Orders for Elevator Repair  
And any related actions to complete the project.

(This will also facilitate design process for the Second Elevator project.)

Motion: J. Alexander Second: G. Paton Vote: Unanimous IF

F. E.D. requests authorization to issue IFB for laundry services and sign 5+ year contract with best bidder.

Motion: J. Alexander Second: G. Paton Vote: Unanimous IF

G. NAHA Staff member requests Family Leave (3 weeks est.)

Motion: J. Alexander Second: G. Paton Vote: Unanimous IF

H. E.D. respectfully requests Board assessment/ appraisal of his job performance.

This was not ready for discussion and the Chair requested delay until next Board meeting.

No Motion made.

I. Public Comment Laurie Lawes requested the Board consider changing the Snow Removal practice & Policy to allow NAHA staff to shovel/clear snow between cars before tenants move their cars out. This had been reviewed over many years and the consistency amongst all other phas is that the snow removal between cars bring undue liability to the shovelers. NAHA is not able to accept the new liability but will review other methods to make snow removal easier for tenants.

F. Any other Business as Commissioners see fit.

G. Adjournment 

7:00 PM
---------

Motion: G. Paton Second: J.Alexander Vote: Unanimous IF

Next meeting is March 20<sup>th</sup>

Executive Session : none --
-----------------------------