

**HUDSON DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS MEETING  
FEBRUARY 26, 2014  
1 NORTH FRONT STREET, HUDSON, NY**

**PRESENT**

Mayor Hallenbeck  
Bart Delaney  
Don Moore  
Seth Rapport  
Chris Jones  
Victor Mendolia  
Ohrine Stewart  
Duncan Calhoun  
Perry Lasher

**ABSENT**

None

**ALSO PRESENT**

Cheryl Roberts, Attorney  
John Duchessi, TGW Consulting  
Sheena Salvino, Executive Director  
Madeline Marvar, Executive Assistant

The meeting was called to order by the Executive Director at 12:05pm.

**EXECUTIVE DIRECTOR'S REPORT**

Sheena reminds the Board that the next meeting will be held on March 26, 2014 at noon. This meeting will serve as both the March monthly Board meeting and the Annual Board Meeting – attendance is required for all Board members.

Sheena also reminds the Board that for anyone who has not yet completed their ABO training. The next session is Wednesday, March 5 at 9:30am. Bart states that he will be unable to do the training until April.

Sheena updates the Board on our current insurance policy issues: HDC must pursue an alternate policy provider for general liability insurance due to requirements of the RARP grant application (for the Day Care Center). ANI (a non-profit liability company) has provided a quote, and it appears it will cost \$316 for us to switch policies. The premium is less but the proration evens it out.

Seth asks that we check with TGW to ensure that this insurance will be useful for future grant applications as well, or if we need to do something now to protect ourselves against this happening to us again if any future grant applications also require additional insureds.

Duncan asks for clarification on how long those additional insureds must be insured – can we remove them from the policy once the project is complete? Is there any benefit to that?

Cheryl states that because the City is unable to add additional insureds to its GL policy, this doesn't seem quite right to her. We have worked with OCR – is this a new process? She suggests Sheena send her the contact info for the grantor and she will inquire for us. She will also review the contracts for the contractors as soon as possible.

**MOTION** by Seth, seconded by Victor, to acquire insurance through ANI that covers the current & future work of the agency. All in favor. **Motion passed.**

Regarding our Cooperative Agency Agreements, Cheryl asks if the Board would like for HDC and HCDPA to continue to share resources. The Board says yes.

She asks if monies should be shared by the agencies. Seth says that the agencies have tended to rise and fall and sometimes one is broke and sometimes the other is broke. Don and Seth feel that some fluidity between the two organizations is important, especially considering that HCDPA cannot apply for some grants that HDC can and vice versa. Seth says that while it is important that the two share some resources, the individual roles of the agencies *must* be clearly defined. The Board agrees.

**MOTION** by Seth, seconded by Perry, for legal counsel to prepare cooperative agreements for the agencies.

### **PROJECT UPDATES**

Waterfront: Sheena has spoken with several different parties that share a vested interest in the waterfront to discuss visions and wishes. She is now working with TGW to integrate plans and develop efficient project development and implementation.

Truck Route: Sheena is currently making inquiries to businesses impacted by a shift in the truck route.

Parking: Sheena is currently working with TGW to pursue resources to fund a parking study. Mayor Hallenbeck states that he is reluctant to support so many studies with so little to show for them at this point. Seth asks Sheena to speak with someone at the County level to see if we can avoid doing another study – Cheryl agrees, saying there have been other studies done that should overlap with what we're seeking to find out.

Wayfinding: Sheena will spend next month shopping around to businesses to promote sponsorship. Duncan states that HADA is also doing a walking guide, and they have reached out to County Tourism for funding, which could impact our ability to depend on the funds we normally receive from the County. Duncan asks Sheena to please contact Annie to let her know that we are definitely printing the Walking Guide again this year and that we will be seeking those funds.

Day Care Center: Beyond the insurance quote issues, we are working on the environmental compliance section of the application. Sheena will be attending a scoping meeting next week with Rob Perry, and the RFP for services will be put out shortly thereafter.

Mayor Hallenbeck states that he was just recently visiting the Day Care and noticed that they had installed their own alarm system. He suggested that that may be an issue for our liability policy and encouraged Sheena to follow up.

### **TGW REPORT**

Duke states that TGW is prioritizing working to get ahead of the Ferry Street Bridge grant announcement to get that application underway. TGW is also working diligently to identify projects that align with HDC's mission and will update us on their progress at the next meeting.

### **NEW BUSINESS**

Arts, Entertainment & Tourism:

Don states that he strongly feels that HDC should consider contributing another \$5,000 toward the Arts, Entertainment & Tourism committee this year for events. Our donation last year was used very well. AET event support grant applications for this year are due May 15<sup>th</sup>.

City Pretty:

Duncan has four benches he'd love to donate to this effort. They are each 7 ft. plywood non-corroding benches and are available to be installed immediately.

Victor suggests that we use our Sterling Fund Grant monies for this year to fund further City Pretty efforts.

Cheryl recommends looking into the TSL bench program – the benches are made and painted by at-risk youth in the community. Seth suggests we could put those in the pocket parks.

Chris recommends reaching out to store-owners for support for purchasing benches and/or new trash cans or solar compactors. Don suggests that maybe we could host a bench painting contest on Warren Street.

Mayor Hallenbeck says we should look into contacting Lowe's, as they donate supplies to municipalities. He says he is meeting with Lowe's next week as they have already committed to donating materials to Hudson, and he could look into this. Sheena suggests putting him in touch with Kathryn Dwyer, a landscape architect who drew up a plan for 7<sup>th</sup> Street Park. Maybe the two could have a discussion about the park and the Mayor could take that to Lowe's for support.

### **OLD BUSINESS**

#### a) Quentin Cross Communications

Email communications and other correspondence between HDC and Mr. Cross will be kept on file with HDC.

Seth requests that the debt owed to us by Mr. Cross remain on our balance sheet. Duncan agrees that he would like to see this as well. When asked why they voted to have it removed from our books, they ask to have it show only on the balance sheet. Madeline will ask our auditor about this.

#### b) Internship/Mentorship for Traditional Trades Program

Sheena has been working to try to seat this effort with the Out of School Action Committee or Taconic Hills.

#### c) Ad Hoc Committee

Currently pursuing an Audience & Visitor Study as well as a Supply & Demand study for services in Hudson.

### **FINANCIAL REPORT**

#### a) Fiscal Year Change & Updates

Our auditor is on site today completing work for the three month audit, which should be done within the next few weeks. We will then be submitting our financials to PARIS and the process will be complete.

Duncan asks why we have bank accounts with Kinderhook instead of Bank of Greene County. Madeline states that this is where the accounts were seated when she took the position – Mary may have had reason to open them there. Cheryl suggests that we may have chosen them because of fees compared to other banks. Madeline will look into this.

b) Financial statements for January 2014

**MOTION** by Bart, seconded by Ohrine, to accept the financial statements as presented. All in favor. **Motion passed.**

### **READING OF THE MINUTES**

a) Minutes for January 2014

**MOTION** by Duncan, seconded by Perry, to accept the minutes as presented. All in favor. **Motion passed.**

### **ADJOURNMENT**

**MOTION** by Mayor Hallenbeck, seconded by Perry, to adjourn. All in favor. **Motion passed.**

The meeting was adjourned by Sheena Salvino at 12:48pm.