

**ULSTER COUNTY HOUSING DEVELOPMENT CORPORATION**  
**MINUTES**

**August 26, 2020 3:00 pm**

A meeting of the Board of Directors of the Ulster County Housing Development Corporation was held at 3:00 p.m., Wednesday, August 26, 2020 Legislative Chambers, 6<sup>th</sup> Floor, Ulster County Office Building, 244 Fair Street, Kingston, NY.

The following members were present.

Evelyn Wright  
Kenneth Ronk  
David Donaldson  
Dennis Doyle  
Hayes Clement

No members were absent.

Additional attendees:

Amie Johnson  
Ed Jordan  
William Kemble  
Kate Heidecker

The meeting of the Housing Development Corporation was called to order by Evelyn Wright at 3:03 PM.

**Motion:** David Donaldson seconded by Kenneth Ronk approval of three (3) sets of board meeting minutes from August 19, 2020.

**Vote:** Motion adopted unanimously.

**COMMUNICATION AND ANNOUNCEMENTS**

Discussion: Dennis Doyle states than an individual reached out and requested a Zoom broadcast of the meeting. Evelyn Wright stated that meetings are open to the public, in person, but the current climate makes a Zoom request reasonable, and a broadcast on Zoom was made.

**COMMITTEE REPORTS**

There were no committee reports.

**NEW BUSINESS**

*Establish evaluation matrix for reviewing RFQ responses*

Evelyn Wright states today we will begin establishing our evaluation criteria for reviewing proposals to the Housing Development Corporation. We will not dive into contents of individual proposals. We are waiting from guidance from the County Attorney on which portions of the review process we should conduct in executive session. Will set up a

matrix for us all to review proposals. Evaluation will be done at a future meeting. She notes that the current review process does not include a scoring system, but rather some goals and criteria for evaluation. Evelyn introduces Ed Jordan from purchasing to explain the process.

Ed Jordan explains the matrix is created to show that every firm has been evaluated and judged on a relevant set of criteria. Each member will have the opportunity to provide their comments on the relative strengths and weaknesses of each firm. When the comments have been expressed, the members will be able to recommend a list of finalists for interviews. After we contact the companies and set up the interviews, the interviews will take place. When the interviews are completed, the committee will discuss the outcome and make a recommendation.

Dennis Doyle says one thing to consider, is, do they have a thorough understanding of the site's challenges? And reflect that as part of their concept drawings? One of the things we typically look at when we review SOQ is how they are laid out and how they go through the responses. If (a firm) can't do it in a proposal back to you, the likelihood they will be able to do it to other approving agencies becomes less certain. Dennis recommends looking at the quality of the responses that are coming through to the SOQ.

Hayes Clement states that he would like to see design named as part of the review process, in addition to construction and operation. Call out specifically the creativity and quality of architecture design. So often there is a gap between what is proposed and what is delivered. Hayes would like to score on how closely they followed the design for past projects. Hayes would like to see projects that raise the design standards of the community.

Kenneth Ronk says he has a slight concern of aesthetics being a major point of scoring because it is subjective. Kenneth says he looks for proposals that are aesthetically pleasing but also fit into the historic nature of the community. Kenneth says there are some that would be more welcome in Beacon or Brooklyn than in Kingston.

David Donaldson says to keep in mind these are concepts that are going to change.

Dennis Doyle says that all these proposals have numerous examples of projects they have done and he will amend his comment to Hayes. There is a way to do this with the existing proposals that take into account a concept plan but also look at the quality of the design from the past.

Dennis Doyle says we want to know they have experience in similar size and scope, that they have experience in the community, including New York and the Hudson Valley. Make sure there is a track record of working together – important on design team. Asking for business history and viability; we don't want a recently put together organization with being trusted to pull this off. A dollar amount and/or a percentage of the developer's fee can be pulled out of the project, is there a willingness to give the County part of that?

David Donaldson asked what a typical developers fee would be. Doyle said various programs have different amounts of fees. In many instances, if there is a budget issue relative to the project, a lot of the developers will forgo the developers fee and will collect it over time.

Ed Jordan asked if the committee would be speaking with every company after reviewing the proposals. Ed recommends coming up with a list of questions to ask all the companies, and then ask more specific questions when they meet.

Dennis Doyle says the interview process is also an education process – you will learn things from the teams...and create a more robust discussion with the one you want to move forward with.

Kenneth Ronk says he would like to add engaging local partners into the evaluation process. It is important that Ulster County be represented in the project.

Evelyn said she will circulate revised criteria based on discussion, and Dennis will work with Ed to revise the matrix.

*Adopt UCHDC webpage*

**Motion:** Kenneth Ronk seconded by David Donaldson adoption of the UCHDC webpage, <https://ulstercountyny.gov/planning/development-corporation>

**Vote:** Motion adopted unanimously.

*Review Draft Mission Statements*

Dennis Doyle says the goal is to describe the mission in as few words as possible. Draft mission statement versions are discussed.

**Motion:** Kenneth Ronk seconded by Hayes Clement to adopt the mission statement:

To create safe, decent, and affordable housing by working collaboratively with the public, non-profit and private sectors to ignite opportunities and provide solutions that respond to community needs, enhance community character and provide the foundation for families and individuals to thrive.

**Vote:** Motion adopted unanimously.

The next meeting is scheduled for Thursday, September 3<sup>rd</sup> at 2:30 pm.

**Motion:** Kenneth Ronk seconded by David Donaldson to adjourn the meeting.

**Vote:** Motion adopted unanimously.

The meeting was adjourned at 3:59 pm