



**FRANKLIN COUNTY REGIONAL HOUSING &  
REDEVELOPMENT AUTHORITY**

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**HRA REGULAR MEETING  
March 7, 2022  
Minutes  
Via Zoom**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **March 7, 2022**, via Zoom.

**1. CALL TO ORDER:** The regular meeting of the HRA Board of Commissioners was called to order at 4:30 PM.

Directors Present via Zoom: M. Cucchiara M. Slowinski S. Cottrell S. Worgaftik  
F. Williams L. Brown

Directors Absent: A. Bresciano

Staff Present: G. Govoni L. Cornish L. Vieland M. Terounzo N. Sauber

Guests: None

**2. ACTIONS:**

**Capital Improvement Plan:**

G. Govoni reported that the annual planning process is in June/July, which includes approval of the capital improvement plan. A plan is being put together with the regional capital assistance team, focusing on the new pod of funding for 2025. Stratton Manor is allotted \$9,760.00 in funding to improve both the Wi-Fi and concrete pads for the installation of mini splits.

The Tromb wall removal Phase 3 project is allotted \$326.00, this is \$73,000 of our funds that are coming in from our earmark to support the Tromb wall removal. Phase 2 was defunded; however, we are working on how to make this work within our system. The intention is to continue through with Phase 3 with this funding.

The installation of hydrostatic fans in the bathroom. Doing this with health and safety funds in Northfield. Estimate of costs - \$23,738.58.

With projects not yet started, we have increased the general contingency and change order contingency from 0% to 10%. A 25% increase for soft cost contingency. This is justified based on delays, increased material costs, and increased fees from designers and architects.

Oakland Family Housing is being allocated about \$10,000 towards fixing the septic system at 58A and B. Also, automatic door openers; a reasonable accommodation file as the way to the elevator is not fully accessible.

Squakheag Village has a significant amount in here for repairing and repainting porches.

M. Terounzo noted that the budget needs to be increased as the allocated cost will not cover the projects in question. The Northfield repair extension trim will be taken care of by staff due to there only being lower-end rot that can be cut out and replaced with vinyl to avoid rot in the future and be painted over. That would free up costs. There should be some lighting included in that as labor costs would be significantly cut.

G. Govoni added that a lot of this is balanced from year to year, staying within a certain percentage of the amount we were bonded. It includes utilized funds from this and the past fiscal year.

The Oaklawn driveway replacement and Cement St bulkhead replacement is of note. Stoughton community room upgrade and the bridge replacement as well. Also, there are repairing and repainting porches at Stratton, which were bumped to 2023. More tree removal at Oaklawn. Kitchen and bath renovation at Congress St.

S. Worgaftik questioned why the board is planning for 2025 and 2026. G. Govoni explained that plans must be made for funds three years in advance, as they are bonded. She noted that there are additional DHCD funds that have not been considered yet. These funds were awarded for primarily health and safety type renovations to the properties.

L. Brown requested to confirm that in the past when not all funds were used a penalty was received. G. Govoni confirmed and added that the health and safety funds will be lost if they are not used. They were awarded for the fiscal year 2020. Every housing authority on average has taken more time than was allotted to use the funds. DHCD gave only a fraction of what was needed for the projects. We have been trying to cobble funds to make the projects happen and not violate any pyramid in the process. Those funds will be lost. Also, there is the ADA funding that is for disability accessibility in our properties. There is that pot, the sustainability, and the appliance reserve. Those three pots cannot be accessed unless the overall operating reserve is within a certain place. Last year we were told we were over 100% of where we needed to be. Now we are where we want to be with a healthy reserve, between 50 and 70%.

N. Sauber requested to confirm that HRA needs to spend the funds. G. Govoni confirmed adding that about \$140,000 is annually bonded through capital funds through FISH. There are sometimes health and safety awards that come on top of that, which is exclusive for Shelburne who gets their own about \$35,000 a year. Focusing on HRA, if the funds are not spent, they are pushed from year to year which shows DHCD we are not in a competitive place to receive additional funds. There are additional funds that can be made available but, we need to be able to access them.

L. Cornish added that the goal is that the buildings are being fixed and kept up regularly. There will not be a refinance like what happens in the private entities where bulk issues are fixed. She also noted that items in the plan can be changed later as needed.

M. Slowinski requested to confirm that M. Terounzo will have enough contractors for the projects. M. Terounzo confirmed that smaller projects can use standard fair practices and the other items on the list have already been bid out. G. Govoni confirmed some of them have already been bid out and have been awarded for the Spring. Others are in process but will not be started until July. L. Cornish added that this will move us into the next year with some of these projects as DHCD's year ends June 30.

M. Slowinski moved, and L. Brown seconded a motion to accept the Capital Improvement Plan as prepared

17-4282 Vote 6 in favor; 0 opposed; 0 abstaining

### **The Charlemont Change Order 2:**

G. Govoni reported that The Charlemont Change Order was the health and safety project that a generator was procured for as this property is on a well and did not have one. There was a pot of funds that came out for this, and work has been happening since April 2021. The focus is now on Change Order 2. The first change order was \$2,000 to remove a shed to make room for the pad. Change Order 2 was approved with some notes. There had been hope to be at a more advanced stage currently. The designer was consulted; it is more than a \$10,000 change order which requires DHCD approval before it goes to the board.

M. Slowinski moved, and L. Brown seconded a motion to approve the Charlemont Change Order 2 pending DHCD's approval.

17-4283 Vote 6 in favor; 0 opposed; 0 abstaining

M. Terounzo departed.

### **Review 12/31/21 Financials:**

L. Cornish started with the variables, focusing on administrative income and expense, including Shelburne and Mike within the financials though they are separated at the end of the year. They are shown for control purposes.

The results are positive. HRA is in a surplus position of about \$66,000. That is made up of our COCC which is gaining ground on the budget. There is a positive in HCEC for administrative income as well.

The negatives on Section 8 are because they are shown in a cash way. It has no impact.

CDBG was below what was averaged in the fourth quarter of the fiscal year 2021. CDBG is cyclical and it is being attempted to budget cyclically. When checked this against the cyclical budget, we are down. Brian will be met this week to start a new budgeting process for the fiscal year 2022. Focus is kept on avoiding a bleed that is not

positive coming from the fiscal year 2021. We should be showing that income coming in this year and are expecting it versus the slide into the fiscal year 2023.

HCEC is slightly under. This is related to HRA not spending as much money as had been prior budgeted.

There is an error that will be fixed for the next quarter; the management fee internal is high versus what was budgeted for. This is related to the management fee not being changed on the secondary budget.

The expense of salary is down. Individuals were coming into payroll, but not immediately in October. The budgeting is over 12 months, but they will not be joining the expense of the administrative line until January.

In HCEC more people were budgeted than we hired. Some of those people came in. There will be variance in quarter two.

Administrative contracts have not started the projects of hiring an infrastructure consultant and buying software.

Technology/Equipment variance is timing as the project has not been started.

The last of the cares act is coming through, all of it has been used. There had been \$5,000 left and were told they do not want it back. It will be absorbed as administrative salaries for Section 8.

The variance in reimbursable is due to them not being budgeted for. There was an overcharge of \$17.80 which will be taken care of.

The profit level in HCEC and CDBG's losses in income will be investigated. The central office cost should break even, the timing between income and expenses is the issue. But our budget was lower than expenses.

### **ED Contract:**

G. Govoni requested a 3% increase as that is what was done for the whole staff this year. It was also requested to be retroactive to the beginning of this fiscal year and that it is reviewed again once a comp study for the whole agency has been done.

M. Cucchiara moved, and L. Brown seconded a motion to approve the ED Contract as presented.

17-4284 Vote 6 in favor; 0 opposed; 0 abstaining

### **SHA-HRA Management Agreement:**

G. Govoni reported that the fees within the Sha management agreement, including the management fee that was negotiated two years ago, are being kept at that level. There is no additional money from that portion that is going into her salary. This is an extension of the term as the contract expires in September. We are waiting on the new ED contract terms to come out.

M. Slowinski moved, and M. Cucchiara seconded a motion to approve the Sha Management Agreement as presented.

17-4285 Vote 6 in favor; 0 opposed; 0 abstaining

Before moving on, L. Brown requested to confirm that this is going to the SHA board on Wednesday and inquired if there would be any reason for it to be not approved as it is level funded. G. Govoni confirmed it is going to the SHA board on Wednesday and stated there is no reason it will not be approved.

**Minutes:** S. Worgaftik moved, and L. Brown seconded a motion to approve the minutes of the February 7, 2022, regular meeting of the HRA Board as presented.

No discussion.

17-4286 Vote 6 in favor; 0 opposed; 0 abstaining

G. Govoni noted that the minutes of the February 28, 2022, regular meeting of the HRA board will be supplied by April as a new executive administrative assistant will be starting on March 14, 2022.

**AP Warrant:**

M. Slowinski moved, and M. Cucchiara seconded a motion to approve the AP Warrant as presented.

17-4287 Vote 6 in favor; 0 opposed; 0 abstaining

G. Govoni noted that Erap program expenses are being monitored. The end is in sight in terms of program funding ending and the amount of funding available for Erap 2, which is the second big log of federal funds drying up. There are not enough funds to last through April. New applications were switched starting February 27 to go to Nan Mackay. There are new funds that are coming out of a different pot of funds which is hopefully giving those more access to funds they would not have had. Advocation will occur to see if we can get more out of the reallocation that is going to happen at DHCD among all the regional assistants. Evictions are expected in summer and early fall as some stipends are ending. There may be a spike in home-based applications and emergency shelter programs. It is a concern.

**Annual Goals:**

G. Govoni reported that the annual goals as presented were a result of the feedback from the evaluation that was gone over in the past months. This was processed with the personnel committee and has a set of rules. A motion is not required.

**3. STAFF REPORTS**

No discussion.

**4. OTHER BUSINESS**

M. Cucchiara requested to confirm what the upshot from the Shelburne housing authority meeting was. G. Govoni reported that HRA is good there as the vacancies for the portfolio have dipped below 10.

**5. DOCUMENTS FOR INFORMATIONAL PURPOSES**

No discussion.

**6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE**

No discussion.

**7. ADJOURNMENT**

M. Slowinski moved, and M. Cucchiara seconded a motion to adjourn the regular meeting of the HRA Board of Directors as there was no further business to discuss.

The meeting convened at **5:18 p.m.**

Respectfully Submitted,

A handwritten signature in cursive script that reads "Gina Govoni".

Gina Govoni, Secretary Ex officio