



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

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**MINUTES
REGULAR MEETING – August 3, 2020**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **August 3, 2020** via Zoom.

1. CALL TO ORDER

Commissioner Brown moved and Commissioner Atwood seconded a motion to call the meeting to order at 4:34 PM.

Commissioners Present (Via roll call): D. Prest L. Brown M. Slowinski
 F. Williams J. Atwood S. Cottrell

Absent: S. Hamdan

Staff Present: G. Govoni J. Carey B. McHugh

Guest: None

2. ACTIONS:

Minutes: Commissioner Brown moved and Commissioner Atwood seconded a motion to approve the minutes of the July 6, 2020 regular and annual plan board Meeting as prepared.

No discussion.

17-4142 Vote 6 in favor; 0 opposed; 0 abstaining

AP Warrant: Commissioner Brown moved and Commissioner Atwood seconded a motion to approve the accounts payable warrant for July 2020 as presented.

No discussion.

17-4143 Vote 6 in Favor; 0 opposed; 0 abstained

FY2020 Budget Amendment: Commissioner Brown moved and Commissioner Atwood seconded a motion to approve the HRA agency-wide annual operating budget for FY 2020 as amended.

17-4144 Vote 6 in favor; 0 opposed; 0 abstaining

Roy Brown Architect Proposal: B. McHugh reported that we're no longer looking into a motion to enter into a contract with Roy Brown or pursue his services at this time.

Commissioner Slowinski recused himself at approximately 4:45 p.m. from this discussion.

B. McHugh reported we are exploring building improvement options to best equip the building to be well ventilated for all staff and to safely reopen to the public. Because there are still several questions about the cost and priority of the building improvements, G. Govoni restated that the Board will not be asked to vote on this project tonight as other architects need to be considered to provide the services needed.

B. McHugh stated that this is a timely project and the need to look into alternate architects will push the timeline out a few months. He requests approval from the Board for G. Govoni to have the authority to approve the chosen architect off of the House Doctor List, be authorized to sign the architect contract agreement, and approve the design of the secondary access to the Kulik Room work if less than \$10,000.

Commissioner Brown moved and Commissioner Atwood seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to approve the architect, the contract agreement and the design of the secondary access to the Kulik Room if costs do not exceed \$10,000.

17-4145 Vote 5 in favor; 0 opposed; 1 abstaining

Commissioner Slowinski rejoined the meeting at approximately 5:00 p.m.

Emergency Rental and Mortgage Assistance Program (ERMA) for CDBG: Commissioner Brown moved and Commissioner Atwood seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to enter into a [sub] contract between Franklin County Regional Housing & Redevelopment Authority (HRA) and The Town of Agawam, Department of Housing and Community Development's (DHCD) fiduciary agent, in which the ERMA/CDBG funds will be initially targeted at households with incomes between 50% and 80% Area Median Income (AMI), who would be ineligible for RAFT assistance.

No discussion.

17-4146 Vote 6 in favor; 0 opposed; 0 abstaining

Sunderland Community Preservation Act: Commissioner Brown moved and Commissioner Atwood seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to enter into a Community Preservation Act Grant Agreement by and between the

Town of Sunderland (the "Town), and Franklin County Regional Housing & Redevelopment Authority (the "Authority") providing emergency rental assistance to income-eligible residents affected by the Covid-19 pandemic (the "Project").

No discussion.

17-4147 Vote 6 in favor; 0 opposed; 0 abstaining

CHIP Housing Contract between HRA and FRCOG: Commissioner Brown moved and Commissioner Williams seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to enter into an agreement by and between the Franklin Regional Council of Governments (hereinafter referred to as the "Council") and the Franklin County Regional Housing and Redevelopment Authority, (hereinafter referred to as the "Consultant"), for Housing Navigator Services related to the Policy, System, and Environment work that shall be completed by the Consultant during the period from July 1, 2020 until June 30, 2025.

This agreement will provide HRA with 5 years of funding for a part-time Housing Navigator.

Commissioner Atwood abstains as she is employed by FRCOG.

17-4148 Vote 5 in favor; 0 opposed; 1 abstaining

Amended HRA Board of Commissioners Description: Commissioner Brown moved and Commissioner Atwood seconded a motion to approve the HRA Board of Commissioners Description as amended.

G. Govoni reported that the minor changes made to the document include updates on the organization's size, the current list of communities from which we are seeking commissioners, as well as language to increase diversity.

Commissioner Atwood will be resigning from the Board and has recommended Alyssa LaRose from FRCOG to take her seat. At this time it is uncertain whether or not Commissioner Hamdan will resume her position on the Board.

17-4149 Vote 6 in favor; 0 opposed; 0 abstaining

Grievance Policy: Commissioner Brown moved and Commissioner Atwood seconded a motion to adopt revisions to the recently adopted Grievance Policy as presented based on discussions with the Shelburne Housing Authority.

G. Govoni reported that the policy still reflects the original intent, however the document has been framed for ease of use by tenants.

17-4150 Vote 6 in favor; 0 opposed; 0 abstaining

3. STAFF REPORTS

The maintenance position has been filled by J. Malek, who held the property management position for the past 6 months. Michael Taylor has been hired as the new Property Manager. He has over 20 years of property management and housing experience.

4. OTHER BUSINESS

Leslie Brown RDI Update:

The RDI Path Forward meeting was held on July 14 in which Wendy Carter, RDI Consultant, attended and partook in the discussion regarding how the relationship between RDI and HRA will move forward. The meeting was upbeat. The final decision was that RDI would move forward with a more formal contract between RDI and HRA. It was proposed that the agreement would be for 3 years and allow for termination for cause for either party. RDI will pursue additional opportunities for development. W. Carter will continue to work with the refinancing for CCLP.

“Yes” Call:

G. Govoni reported that a “yes” call pertaining to the Sunderland Senior Housing project was held with DHCD. This call allows them to provide feedback regarding the project. Their only concern was regarding storage in the main building. No substantial changes are needed. Next steps are to look for tax credit investors. Kate Racer is providing her full support and assistance. DHCD will work with RDI should there be any issues in obtaining a tax credit investor.

Housing Choice Community Grant:

Sunderland was the only Franklin County town named and designated as a housing choice community. This will make us eligible for capital fund up to \$200,000.

HRA and RDI Contract:

Attorney Ellen Freyman will represent HRA and Attorney David Bloomberg will represent RDI in developing a contract between both entities. More updates to follow.

Regionalization:

Discussions continue with DHCD regarding regionalization. Discussions with the Hampshire Regional Housing Authority are depending on DHCD's response to HRA's request for operating support that reflects the time and travel that this would entail. There are continued meetings with GHA regarding regionalization. The Board thanks Gina for opening the door for discussions with GHA.

Future Board Meetings:

The Board unanimously agreed that it would be best to re-evaluate holding future in-person meetings until spring of 2021 and evaluate at that time the outcome of the COVID Pandemic.

Board Member contact information:

No changes.

5. DOCUMENTS FOR INFORMATIONAL PURPOSES SENT VIA EMAIL:

- a. PHN 2020-21- Addendum #2-End of Rent Cap Policy
- b. PHN 2020-24- Design and Funding Guidelines for Adapting LHA Office Spaces for Social Distancing and Indoor Air Quality
- c. July NERC Newsletter
- d. PHN 2020-27-Recommendations for Safe Reopening in Phase 3 & 4

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

CFA Amendment #10 to the Contract for Financial Assistance (CFA) 5001 Extending the Dates of Service from June 30, 2022 to June 30, 2023: Commissioner Brown moves and Commissioner Atwood seconds a motion to approve Amendment #10 to the Contract for Financial Assistance (CFA) 5001 in which the current award **\$1,589,015.75** is revised to **\$1,768,467.75** with a change of **+179,452.00** in which the amendment funds and extends the contact dates from **June 30, 2022 to June 30, 2023.**

17-4151 Vote 6 in favor; 0 opposed; 0 abstaining

7. DOCUMENTS USED

- July 6, 2020 annual plan and regular Meeting Minutes
- July 2020 AP Warrant
- Staff Report
- FY20 CDBG-ERMA FCRHRA Contract
- Designer Proposal for HRA Building
- FY2023-5001-Amendment #10 Formula Funding
- CHIP Housing Subcontract with FCRHRA
- Re-budget HRA FY20
- HRA Board Description
- HRA Grievance Procedures
- KP-#724446-v1-sund_CPA Grant Agreement

8. RESIDENT & PUBLIC PARTICIPATION

9. ADJOURNMENT

There being no further business, Commissioner Brown moved and Commissioner Atwood seconded a motion to adjourn the meeting at 5:40 PM. The next *regular* meeting of the HRA Board of Commissioners will be held on **Monday, September 14, 2020** via Zoom.

Respectfully submitted,



Gina Govoni, Secretary Ex officio