



MINUTES
REGULAR MEETING –March 9, 2020

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **March 9, 2020** At the Franklin County Regional Housing and Redevelopment Authority Kulik Meeting Room, 241 Millers Falls Road, Turners Falls, MA 01376.

1. CALL TO ORDER

Commissioner Slowinski moved and Commissioner Atwood seconded a motion to call the meeting to order at 5:33PM.

Commissioners Present: D. Prest L. Brown M. Slowinski
F. Williams J. Atwood S. Hamdan

Absent: S. Cottrell

Staff Present: G. Govoni J. Carey

Guest: None

2. ACTIONS:

Minutes: Commissioner Atwood moved and Commissioner Williams seconded a motion to approve the minutes of the February 3, 2020 regular Board Meeting as prepared.

No discussion.

17-402 Vote 6 in favor; 0 opposed; 0 abstaining

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

No discussion.

17-403 Vote 6 in Favor; 0 opposed; 0 abstained

HAP Contract Extension between HRA and Greenfield Teen Housing, LLC: Commissioner Brown moved and Commissioner Williams seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer to enter into a contract extension agreement by and between Franklin County Regional Housing & Redevelopment Authority ("HRA"), located at 241 Millers

Falls Road, Turners Falls, MA 01376 and Greenfield Teen Housing LLC ("Owner"), located 196 Federal Street, Greenfield, MA 01301 (collectively the "Parties").

WHEREAS the parties hereby agree to extend the initial term of the Original Contract and agree as follows:

__Part 1, Section 1.c.ii.1) of the Original Contract is hereby amended by striking "10 years" and inserting in place thereof "20 years", resulting in the initial term ending on March 14, 2030 (the "Initial Term").

No discussion.

17-404 Vote 6 in favor; 0 opposed; 0 abstaining

HAP Contract Extension between HRA and Moltenbrey Apartments Limited Partnership:

Commissioner Atwood moved and Commissioner Williams seconded a motion to authorize HRA Board Commissioner Chair, Deana Prest, as contracting officer to enter into a contract extension agreement by and between Franklin County Regional Housing & Redevelopment Authority ("HRA"), located at 241 Millers Falls Road, Turners Falls, MA 01376 and Moltenbrey Apartments Limited Partnership ("Owner"), located at 241 Millers Falls Road, Turners Falls, MA 01376 (collectively, the "Parties").

WHEREAS the parties hereby agree to extend the initial term of the Original Contract and agree as follows:

__Part 1, Section 1.c.ii.1) of the Original Contract is hereby amended by striking "10 years" and inserting in place thereof "20 years", resulting in the initial term ending on April 30, 2030 (the "Initial Term").

__The Parties agree to extend the Original Contract, as amended, for an additional period of 20 years, which will begin immediately upon the expiration of the Initial Term, and will end on April 30, 2050. Part 1, Section 1.c.i.1) of the Original Contract, as amended shall be deemed amended upon expiration of the Initial Term by striking "May 1, 2010" and inserting in place thereof "May 1, 2030."

__This extension binds and benefits both Parties and any successors or assigns. This document, including the attached Original Contract, is the entire agreement between the Parties.

No discussion.

17-405 Vote 6 in favor; 0 opposed; 0 abstaining

Notice of Funding Availability (NOFA): Technical Assistance for Creation of Regional Housing

Authority Entities: Commissioner Atwood moved and Commissioner Slowinski seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to prepare and submit to DHCD a formal proposal, with the consent of the HRA Board of Commissioners, expressing interest in merging in which the awarded grant would provide \$25,000 to be used to obtain legal, financial, and operational consulting services which will help LHAs answer the questions enumerated in this NOFA, acknowledging that the award does not commit the LHA to pursuing a merger.

G. Govoni reported that SHA had a positive vote to explore this opportunity. She reiterated that submitting our interest to this NOFA, we are not bound in any way to regionalize.

G. Govoni answered that moving forward with the NOFA will provide the opportunity to explore connecting with other housing authorities. Right now the focus is to pursue the NOFA with the SHA and HRA boards.

17-406 Vote 6 in favor; 0 opposed; 0 abstaining

Write Off Public Housing Vacated Unit Balances: Commissioner Williams moved and Commissioner Atwood seconded a motion to approve "writing off" of vacated balances per the reporting guidelines of the Massachusetts Public State, in the amount of \$27,522.94.

G. Govoni explained that the balances requested to be written off are balances owed by tenants who've vacated the premises. The required attempts have been made to contact these tenants for their balances and collection will not continue be pursued by HRA staff.

G. Govoni went on to explain that these tenants are unable to reside at other housing authorities until their balance is paid in full. There is a shared housing software program that shows whether or not an applicant has an existing balance.

17-407 Vote 6 in favor; 0 opposed; 0 abstaining

Job Description-Executive Administrative Assistance: Commissioner Williams moved and Commissioner Prest seconded a motion to approve the Executive Administrative Assistant Job Description as amended.

G. Govoni reported that the changes made are to the supervision J. Carey provides. She now supervises the I.T. staff person instead of the Receptionist.

17-408 Vote 6 in favor; 0 opposed; 0 abstaining

Job Description-Director of Property and Asset Management: Commissioner Williams moved and Commissioner Prest seconded a motion to approve the Director of Property and Asset Management Job Description as amended.

G. Govoni reported the need to add additional responsibilities to the job description to accurately reflect the chief procurement responsibilities. While some of these responsibilities are shared with the Director of Finance, the majority of procurement is the Director of Property and Asset Management's responsibilities (i.e. capital improvements, maintenance, change orders, etc.)

17-409 Vote 6 in favor; 0 opposed; 0 abstaining

Job Description-Director of Finance: Commissioner Williams moved and Commissioner Prest seconded a motion to approve the Director of Finance Job Description as amended.

No discussion.

17-410 Vote 6 in favor; 0 opposed; 0 abstaining

Job Description-Receptionist: Commissioner Prest moved and Commissioner Brown seconded a motion to approve the Receptionist Job Description as amended.

G. Govoni reported that there were substantial changes made to this job description to clarify responsibilities and ensuring that they make sense to the working relationship.

17-411 Vote 6 in favor; 0 opposed; 0 abstaining

Discuss Public Participation Policy:

G. Govoni presented the Board with the current SHA public participation policy as an example. She stated that if the Board approved of this or another policy it would be noted on the agenda to occur before the meeting adjourns.

Commissioner Prest moved and Commissioner Williams seconded a motion to approve the presented public participation policy as the HRA Public Participation Policy for all future board meetings.

G. Govoni will inform SHA that HRA has adopted their public policy.

17-412 Vote 6 in favor; 0 opposed; 0 abstaining

3. STAFF REPORTS

G. Govoni provided an overview of the staff report.

HomeBASE:

Since June 2019 the number of HomeBASE participants has declined. This could change the staffing in that department due to funding. For the time being the HomeBASE administrator is assisting with other tasks within the department.

RAFT:

Nine out of the 20 clients RAFT served were "Expanded" populations, meaning no dependents in household. The other 11 were "Traditional" populations. Funding will be getting reduced from \$100,000 to \$50,000 and may drop even lower.

Sunderland Senior Housing One Stop Application:

Everything has been submitted. L. Romain from CEDAC will be reviewing the application and making the recommendation to DHCD. DHCD makes the final determination as to whether or not they'll approve it.

GATV:

It's being recommended that we begin working with an insurance company recovery specialist. RDI is willing to settle the case as its impacting RDI's financial health especially in regards to the Sunderland Senior Housing project.

Grants for 2020:

The C.D. department is on track for rehab grants this year and projects have begun in Orange, Wendell and Shutesbury.

Property Management:

OTH is at 60% occupancy. Two units are vacant at Highland Village but one of them is ready for a resident to move in.

4. OTHER BUSINESS

Leslie Brown RDI Update: Commissioner Brown reported that the RDI Board met on February 11. They approved the E.D. Services Contract. Each board member participated in a 92 question capacity assessment survey. This may be relevant for the HRA Board to also participate in. Next meeting is the RDI path forward meeting scheduled for Friday, 3/20 from 12-4pm.

There are potential opportunities for development in Turners Falls.

G. Govoni reported that MALP's capital needs assessment is in the process of being finalized. There hasn't been a rent increase at CCLP for a long time. Residents are being notified of that such increases will be occurring. These increases will be done so gradually.

Commissioner Atwood informed the Board that on April 16, 2020 there will be a full day Western Mass. Housing Conference being held at the Hadley Farms Meeting House. It's \$30.00 for municipal and nonprofit agencies.

Commissioner Brown made reference to the Health & Safety FY2020 award program letter. G. Govoni reported that funding was set at a cap. Some additional projects may get done while others will remain on the list without getting funded.

Commissioner Williams shared that the Lean Multifamily Program could offer assistance to the Agency with implementing energy efficient upgrades that would be covered in full. She's had experience with this program and they've covered pumps, boilers and lighting replacements.

In light of the COVID-19 Virus that is currently in China, Commissioner Atwood inquired if HRA has a continuation of operation plan. G. Govoni stated this is a work in progress. Steps currently being taken are posting signage regarding containing germs, washing hands, etc. LifePath has postings in senior community rooms.

Weekly Zoom meetings are scheduled by EANE apprising all state agencies of updates relating to the virus.

Board Member contact information:

No changes.

5. DOCUMENTS FOR INFORMATIONAL PURPOSES:

PHN: 2020-04-2020-06 provided via email.

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

7. DOCUMENTS USED

- February 3, 2020 Regular Meeting Minutes
- February 2020 AP Warrant
- HAP Contract between HRA and Greenfield Teen Housing, LLC
- HAP Contract between HRA and Moltenbrey Apartments Limited Partnership
- PHN 2019-24 NOFA
- Executive Administrative Assistant job description
- Director of property and Asset Management job description
- Director of finance job description
- Receptionist job description
- Draft Policy of Resident and Public Participation
- February staff report

- FY20 Formula Funding Project letter
- MassNAHRO January/February 2020 Newsletter
- 2020 HRA Board Meeting Schedule-2nd amendment
- HRA amended Bylaws
- January 6, 2020 amended minutes

8. ADJOURNMENT

There being no further business, Commissioner Slowinski moved and Commissioner Brown seconded a motion to adjourn the meeting at 6:26 PM. The next *regular* meeting of the HRA Board of Commissioners will be held on **Monday, April 6, 2020** at **4:30PM** via Zoom.

Respectfully submitted,

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

Gina Govoni, Secretary Ex officio