



**FRANKLIN COUNTY REGIONAL HOUSING &  
REDEVELOPMENT AUTHORITY**

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**MINUTES  
REGULAR MEETING – May 4, 2020**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **May 4, 2020** via GoToMeeting.

**1. CALL TO ORDER**

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

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

Absent:                                    S. Hamden

Staff Present:                            G. Govoni    J. Carey        L. Cornish

Guest:                                      None

**2. ACTIONS:**

**Minutes:** Commissioner Williams moved and Commissioner Brown seconded a motion to approve the minutes of the April 6, 2020 regular Board Meeting as prepared.

No discussion.

17-4117 Vote 6 in favor; 0 opposed; 0 abstaining

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

17-4118 Vote 6 in Favor; 0 opposed; 0 abstained

**Review Application for Sunderland CPA funds:**

G. Govoni reported that the Town of Sunderland reached out as they are seeking to use CPA funds to implement an emergency rental assistance program for Sunderland residents impacted by COVID. Many communities are looking into using CPA or CDBG funds to support rental assistance in light of the COVID Pandemic. This will be short term assistance; applicants would be eligible for up to 3 months of rental assistance for rental loss or decrease due to the COVID pandemic.

It is hopeful that there will be some information to share with the Board in June and should we enter into a contract with the Town, it will also be brought back to the Board for their review.

We have reached out to all Franklin County communities as some communities are looking at reprogramming CDBG funds.

DHCD still has not yet provided any guidance on how to use the CARES Act CDBG funding for rental assistance, whereas the CPA has provided specific guidance.

**Administrative Changes to HRA Job Descriptions:** Commissioner Prest moved and Commissioner Slowinski seconded a motion to authorize, Executive Director, Gina Govoni, to make all administrative changes to HRA job descriptions such as, correcting outdated references, addresses and typos. Any and all substantive changes would be brought forth for Board approval.

G. Govoni explained that all substantial changes to any job description would be brought forth to the Board for their review and approval. Only minor changes, such as change of address or changes already approved by the Board that need to be made to all job descriptions.

No discussion.

17-4119 Vote 6 in favor; 0 opposed; 0 abstaining

### **3. STAFF REPORTS**

G. Govoni reported that some tenants are having trouble paying rent due to COVID, and property management is busy with outreach.

Property Management is working on ways to get information out to the public regarding available units. One room at ORH is being kept vacant to be used as a quarantine room should someone come down with the COVID virus.

Vacancies are being kept at Winslow Wentworth should someone need to be quarantined due to the virus. Testing was offered through Fallon for all staff who worked and residents who live at this property.

The Board commented on how helpful the breakdown of the board report was and they all send their appreciation to the property management staff.

A question was posed as to whether or not construction for rehabs, Spinner Park, etc. have slowed due to the virus. G. Govoni reported that construction on Spinner Park will begin in June. Our rehab specialist is being invited into some homes to do projects. The delays are

with those families that need to move out of their home in order to have work done, such as de-leading. There's nowhere for these families to go at this time.

Reprogrammed CDBG funds will go to support the 4 town community small businesses, including \$65,000 from Spinner Park is proposed to be moved over to small business emergency assistance.

#### **4. OTHER BUSINESS**

##### **Leslie Brown RDI Update:**

Commissioner Brown reported that RDI met on April 14. The meeting content included the impacts of rent collections, Sunderland Senior Housing Project moving forward, and the RDI Path Forward meeting rescheduled to July 14 from 8:15-12:00 p.m.

##### **HRA Personnel Handbook:**

G. Govoni reported that there are a few sections throughout the handbook that need specific clarification so it is clearer as to what those sections mean. She requested Board involvement to assist with the review and implementation of changes. It was recommended that the handbook is reviewed either quarterly or once a year for revisions to keep it current.

The original Personnel Committee Member's consisted of Commissioners S. Cottrell, L. Brown and D. Prest and they have volunteered to be members of this committee once again, along with L. Cornish, G. Govoni and J. Carey. L. Cornish will mark the suggested sections for revision. J. Carey will send a doodle poll to the committee to meet in the near future. Once a meeting date is chosen, J. Carey will post notice as it is considered a public meeting.

Once revisions are made in completion, the handbook will be brought forth to the Board for final review and approval.

##### **Community Health Grant:**

G. Govoni reported that HRA has received an award from the Massachusetts Community Health Fund in partnership with FRCOG which will provide funding to hire a housing navigator who will work with individuals coming out of incarceration or have a history of substance abuse. We had also applied for the Municipal and Community Preservation Act Grant; however it is not possible to train a new staff person for this position at this time. These funds have been allocated back to FRCOG for redistribution.

##### **Board Member contact information:**

No changes.

#### **5. DOCUMENTS FOR INFORMATIONAL PURPOSES:**

- a. PHN 2020-15 to 2020-21 via email
- b. FY2020 Health and Safety Initiative Award

- c. FAQ#2-Clarification on Rent Increases in Private Affordable Housing
- d. MassNAHRO March/April Newsletter

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

## **7. DOCUMENTS USED**

- April 6, 2020 Regular Meeting Minutes
- April 2020 AP Warrant
- Staff Report
- Fy2020 Health and Safety Initiative Award
- FAQ #2- Clarification on Rent Increases in Private Affordable Housing
- MassNAHRO March/April Newsletter

## **8. RESIDENT & PUBLIC PARTICIPATION**

## **9. ADJOURNMENT**

There being no further business, Commissioner Slowinski moved and Commissioner Williams seconded a motion to adjourn the meeting at 5:28 PM. The next *regular* meeting of the HRA Board of Commissioners will be held on **Monday, June 1, 2020** via GoToMeeting.

Respectfully submitted,



Gina Govoni, Secretary Ex officio