



**FRANKLIN COUNTY REGIONAL HOUSING &  
REDEVELOPMENT AUTHORITY**

42 Canal Road • Turners Falls, MA 01376  
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**MINUTES  
REGULAR MEETING – October 16, 2017**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **October 16, 2017** at Greenfield Community College, Room C208, 1 College Drive, Greenfield, MA.

**1. CALL TO ORDER**

Commissioner Cottrell called the meeting to order at 7:10 P.M.

Commissioners Present:            J. Atwood            L. Brown            S. Cottrell  
   S. Hamdan            D. Prest            J. Tuttle(by phone)  
   M. Slowinski

Commissioners Absent:            B. Parkin

Staff Present:                        F. Pheeny            J. Carey            L. Cornish

Guests:                                None

**2. Executive Session(Vote by Roll Call): Commissioner Cottrell reviewed the agenda for the meeting. Commissioner Brown moved and Commissioner Atwood seconded a motion to enter executive session to discuss the purpose of purchase of the FCRHRA property..**

17-087 Voted by roll call with all Commissioners responding “Aye”, none opposed, and none abstaining.

The Board entered executive session at 7:10 PM. The Board reconvened in regular session at 7:54 PM at which time the Chair announced that two votes had been taken in executive session including the vote to adjourn.

**3. Executive Director’s Report : F. Pheeny stated she covered the majority of her report during the annual meeting.**

**4. ACTIONS**

**Minutes:** Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the minutes of the September 11, 2017 regular meeting of the Board as prepared.

No discussion.

17-088 Voted 6 in favor; 0 opposed; 1 abstaining (L. Brown)

**AP Warrant:** Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve the accounts payable warrant for September 2017.

No discussion.

17-089 Voted 6 in favor; 1 opposed; 0 abstaining

**Lead Certification:** Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve the execution by the HRA Board of Commissioners of the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws for state-aided public housing.

No discussion.

17-090 Voted 7 in favor; 0 opposed; 0 abstaining

**HCEC Contract:** Commissioner Atwood moved and Commissioner Slowinski seconded a motion to authorize the Chair to execute a contract between HRA and the Department of Housing and Community Development for all services provided under the Housing Consumer Education Center program in the amount of \$141,115.00 for services provided from July 1, 2016 through June 30, 2017.

No discussion.

17-091 Voted 7 in favor; 0 opposed; 0 abstaining

**Montague FY17 Community Development Block Grant:** Commissioner Atwood moved and Commissioner Brown seconded a motion to authorize the Chair or Executive Director to execute a third-party contract between Franklin County Regional Housing and Redevelopment Authority and the Town of Montague for the administration of the Montague FY2017 Community Development Block Grant; and to authorize the Executive Director or Chair to execute any and all contracts related to fulfilling HRA's administrative and/or contractual responsibilities for the grant.

No further discussion.

17-092 Voted 7 in favor; 0 opposed; 0 abstaining

**Leverett Four Town Regional FY 17 Community Development Block Grant:** Commissioner Atwood moved and Commissioner Brown seconded a motion to authorize the Chair or Executive Director to execute a third-party contract between Franklin County Regional Housing and Redevelopment Authority and the Town of Leverett for the administration of the Leverett FY2017 Community Development Block Grant; and to authorize the Executive Director or Chair to execute any and all contracts related to fulfilling HRA's administrative and/or contractual responsibilities for the grant.

No further discussion.

17-093 Voted 7 in favor; 0 opposed; 0 abstaining

**Utility Allowances:** Commissioner Atwood moved and Commissioner Brown seconded a motion to approve new utility allowances for use in the Housing Choice Voucher program effective November 1, 2017.

17-094 Voted 7 in favor; 0 opposed; 0 abstaining

**CFA Amendment #7:** Commissioner Atwood moved and Commissioner Slowinski seconded a motion to authorize the Chair to execute a Standard Contract Amendment Form between the Commonwealth of Massachusetts and the Franklin County Regional Housing and Redevelopment Authority to increase the value of the original contract for financial assistance 5001 to provide additional funding in the amount of \$151,850.75 (maximum obligation of \$1,330,481.75) to the formula funding master CFA for fiscal year 2020 –all developments – for the preservation and modernization of state-supported public housing and fund low bid approval for HILAPP project as specifics in the Contract for Capital Improvement Work Plan/Approved budget.

**Section 1.** The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of the FCRHRA under its corporate seal, and the Secretary is hereby authorized to attest to the same.

**Section 2.** The Authority hereby requests the Director of the Dept. of Housing and Community Development enter into such contract with the Authority to approve such contract.

**Section 3.** The Officers of this Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and things required of the Authority to perform fully all of its obligation there under.

**Section 4.** This resolution shall take effect immediately.

17-095 Vote: 7 in favor; 0 opposed; 0 abstaining

**Executive Director's Contract:** Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve the contract for the Executive Director as prepared. Commissioner Brown informed the board of some changes to the contract that include:

1. The contract is a 2 year contract with extensions
2. A 30 day notice for resignation was added
3. Increases for the Executive Director will be at the same rate as for the rest of the staff, in FY 2018 it is 2%, the same increase as staff recieved

Commissioner Cottrell thanked F.Pheeny for all of the work she's done for the agency.

17-096 Vote: 7 in favor; 0 opposed; 0 abstaining

**5. OTHER BUSINESS**

**Staff Reports:** F. Pheeny informed the board that the staff reports are included in the package of materials and were reviewed at the annual meeting.

**Agency Relocation:** F. Pheeny shared the report on the condition of 42 Canal Road that was completed by an architect from DHCD. The information shared with the board included the buildings background, history, description, observations, estimated costs and recommendations about the current property.

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

**CliftonLarsonAllen,LLP Contract:** Commissioner Brown moved and Commissioner Hamdan seconded a motion to authorize and approve the Executive Director, as contracting officer, to extend the contract with CliftonLarsonAllen,LLP for an additional 4 weeks from the original contract to complete FY17. L. Cornish informed the board that a proposal will be made to bring in a Junior Accountant in November to finish up the FY17 budget. The cost will be significantly lower than what is currently being paid to the Fee Accountant. L. Cornish has had successful experience in her previous employment with this type of contract.

17-097 Vote: 7 in favor; 0 opposed; 0 abstaining

**7. DOCUMENTS USED**

- Minutes of the regular meeting held September 11, 2017
- September 2017 AP Warrant
- Lead Paint Certification
- FY18 HCEC contract
- Community Development Block Grant-related contracts and agreements with the Town of Montague and Town of Leverett Four Town Regional Grant (with Conway, Deerfield and Sunderland)
- Utility Allowance charts
- Franklin County 5001 amendment 7 formula funding award
- Executive Director's contract
- Division of Banks industry mortgage loan originator license
- Olver Scholarship to FCRHRA Community Development Director –Glen Ohlund
- NAHRO News October 2017
- Architect's Field Report

**8. ADJOURNMENT**

There being no further business, Commissioner Slowinski moved and Commissioner Prest seconded to adjourn the meeting at 8:25PM.

*The next regular meeting of the HRA Board of Commissioners is scheduled for November 13, 2017 at 6 P.M. at the Greenfield Community College, Room C208, 1 College Drive, Greenfield, MA*

Respectfully submitted,

Frances Pheeny, Secretary ex officio