



FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT AUTHORITY

42 Canal Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

**MINUTES
REGULAR MEETING – November 13, 2017
*****AMENDED*******

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **November 13, 2017** at Greenfield Community College, 1 College Drive, Room C208, Greenfield, MA

1. CALL TO ORDER

Commissioner Cottrell called the meeting to order at 6:00 P.M.

Commissioners Present: J. Atwood L. Brown S. Cottrell
 B. Parkin D. Prest J. Tuttle
 M. Slowinski

Commissioners Absent: S. Hamdan

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

2. EXECUTIVE DIRECTOR'S REPORT

3. ACTIONS

Minutes: Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve the minutes of the October 16, 2017 regular meeting of the Board as prepared.

No discussion.

17-099 Voted 6 in favor; 0 opposed; 1 abstaining (B. Parkin)

Minutes: Commissioner Atwood moved and Commissioner Prest seconded a motion to approve the minutes of the October 16, 2017 annual meeting of the Board as prepared.

No discussion.

17-100 Voted 6 in favor; 0 opposed; 1 abstaining (B. Parkin)

AP Warrant(Amended): Commissioner Parkin moved and Commissioner Slowinski seconded a motion to approve the November 13, 2017 minutes as amended whereas now noted, Commissioner Parkin and Commissioner Tuttle voted opposed on the accounts payable warrant for October 2017.

17-101 Voted 5 in favor; 2 opposed; 0 abstaining

Sunwave Gas and Power Contract: Commissioner Parkin moved and Commissioner Prest seconded a motion to vote down this contract as it is Null and Void due to an increase in rates announced today which is being blamed on the recent cold weather.

Emerald Lead Testing Contract for Montague and Leverett 2017: Commissioner Parkin moved and Commissioner Atwood seconded a motion to authorize the Executive Director to execute an agreement by and between FCRHRA and **Emerald Lead Testing** relating to the Professional Services Lead Paint Consultants Agreement to provide a Massachusetts Comprehensive Lead Paint Inspection Report or a Massachusetts Lead Paint Risk Assessment Report for the Towns of Montague, MA and Leverett, MA(on behalf of Leverett, Conway, Deerfield, Sunderland, Massachusetts) up to 28 single-family and multi-family privately-owned homes where the owners have applied to participate in the programs.

17-102 Vote 7 in favor; 0 opposed; 0 abstaining

J & M Inspection Services Lead Testing Contract for Montague and Leverett 2017: Commissioner Atwood moved and Commissioner Parkin seconded a motion to authorize the Executive Director to execute an agreement by and between FCRHRA and **J & M Inspection Services** relating to the Professional Services Lead Paint Consultants Agreement to provide a Massachusetts Comprehensive Lead Pain Inspection Report or a Massachusetts Lead Paint Risk Assessment Report for the Towns of Montague, MA and Leverett, MA(on behalf of Leverett, Conway, Deerfield,

Sunderland, Massachusetts) up to 28 single-family and multi-family privately-owned homes where the owners have applied to participate in the programs.

17-103 Vote 7 in favor; 0 opposed; 0 abstaining

Contract for Real Estate Broker Services: Commissioner Parkin moved and Commissioner Atwood seconded a motion to authorize the Executive Director to execute a contract with Real Estate Broker, Mark Abramson of Cohn and Co Real Estate for the rental or purchase of a new location for HRA offices.

17-104 Vote 7 in favor; 0 opposed; 0 abstaining

MOU Regarding HCEC Information Technology and Central Coordination:

Commissioner Prest moved and Commissioner Brown seconded a motion to authorize the Executive Director to execute a Memorandum of Understanding by and between HRA and the Regional Housing Network of Massachusetts, Inc. (RHN) for Information Technology and Central Coordination services provided by RHN, to begin July 1, 2017 and end June 30, 2018 for a total consideration not to exceed \$98,076.

17-105 Vote 7 in favor; 0 opposed; 0 abstaining

HCEC RHN IT MOU Agreement between Franklin County Housing and Redevelopment Authority (HRA):

Commissioner Prest moved and Commissioner Atwood seconded a motion to authorize the Executive Director to execute the agreement regarding services provided by the HRA as Project Manager to RHN, to begin July 1, 2017 which, by mutual agreement extend or renew this agreement, for consideration not to exceed \$2,700, billed at \$50 an hour with an average of 13.5 hours of service provided each quarter.

17-106 Vote 7 in favor; 0 opposed; 0 abstaining

SEMAP Submission: Commissioner Parkin moved and Commissioner Prest seconded a motion to approve the submission to the U.S. Department of Housing and Urban Development of the Section Eight Management Assessment Program Certification Report for fiscal year ending September 30, 2017.

17-107 Voted 7 in favor; 0 opposed; 0 abstaining

Contract with Accountemps: Commissioner Slowinski moved and Commissioner Parkin seconded a motion to authorize the Executive Director to execute a contract with Accountemps for a staff account for 6 months at \$28 per hour. L. Cornish informed the board that Accountemps has the best qualified candidates and reasonable fees.

17-108 Voted 7 in favor; 0 opposed; 0 abstaining

Approve extension of CLA Contract: Commissioner Prest moved and Commissioner Slowinski seconded a motion to extend the original contract from 4 weeks to approximately 6 weeks. L.Cornish informed the board that there is more work to complete for the year-end audit and by extending the current contract, it's the most cost effective way to meet the deadline.

17-109 Vote 7 in favor; 0 opposed; 0 abstaining

Award a Contract: Commissioner Prest moved and Commissioner Brown seconded a motion to award a contract to Geosite Environmental, Inc. for HUD housing quality standards (HQS) inspection services at a rate of \$45.45 per completed initial, biennial, or complaint/special inspection report submitted and \$25.25 per completed re-inspection, emergency re-inspection, or no-show inspection for a period of one year beginning November 1, 2017 and ending October 31, 2018, for a total maximum obligation not to exceed \$39,999.00 and to authorize the Executive Director to execute the contract by and between HRA and Geosite Environmental, Inc.

17-110 Vote 7 in favor; 0 opposed; 0 abstaining

Sale of 42 Canal Road: At a meeting of the Board of Commissioners of the Franklin County Regional Housing and Redevelopment Authority (the "Agency") on November 13, 2017, pursuant to the provisions of the General Laws of the Commonwealth of Massachusetts, as amended, and the bylaws of the Agency, said Board of Commissioners hereby adopted the following votes:

Commissioner Parkin moved and Commissioner Prest seconded that the Agency sell condominium units 1 and 2 located at 42 Canal Street, Turners Falls, Massachusetts to Curt Sherrer or his nominee on the terms and conditions set forth by the Executive Director at the meeting.

17-111 Voted 7 in favor; 0 opposed; 0 abstaining

Commissioner Parkin moved and Commissioner Atwood seconded that Sharon Cottrell, as Chair of the Board of Commissioners, Leslie Brown as Treasurer, and Frances Pheeny as Executive Director either singly or jointly are hereby authorized to execute a deed, settlement statement and such other documents as may be reasonably required to effectuate the foregoing sale;

17-112 Voted 7 in favor; 0 opposed; 0 abstaining

Commissioner Parkin moved and Commissioner Slowinski seconded that the actions of the agents, servants and employees of the Agency in furtherance of the transactions set forth above are hereby ratified and confirmed.

17-113 Voted 7 in favor; 0 opposed; 0 abstaining

HRA Office Closure-November 24(the day after Thanksgiving): Commissioner Prest moved and Commissioner Brown seconded a motion to authorize the closure of the HRA office on November 24, 2017 and to designate that day as a paid holiday under the HRA personnel policy.

17-114 Voted 7 in favor; 0 opposed; 0 abstaining

Approve Meeting Schedule for 2018: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the schedule of proposed dates for regular meetings of the HRA Board of Commissioners for 2018 as prepared.

F. Pheeny pointed out that some dates had been moved to second Mondays due to holidays.

17-115 Voted 7 in favor; 0 Opposed; 0 abstaining

OTHER BUSINESS

Staff Reports: F. Pheeny reported that the only item not cleared out of the garage area is the Bucket Loader due to its large size. Currently it can't fit into any other garage on our other HRA properties. The storage of the salt and sand will possibly be moved over to Stoughton.

F. Pheeny shared that her Executive Director's contract was rejected by DHCD. DHCD wants their standard form contract to be used. DHCD's standard contract has raised many concerns for her and Leslie Brown also found many issues with the document. F. Pheeny will remain an employee at will until the beginning of next fiscal year when a

new contract will be submitted to DHCD. F. Pheeny shared that last Wednesday through MASSNAHRO DHCD received information about a new salary schedule which is supposed to reflect actual market value for ED contracts.

The public housing budget guidelines are not yet released. Last years level of funding was used and we're authorized to spend at the same level as last year.

F. Pheeny informed the board that a Personnel Committee has begun the review of the current personnel policy. A copy has also been sent to our attorney and staff has also been giving input on changes they'd like to see. It is hopeful that the revised policy will be presented to the board in January.

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

Sparkenergy Master Electricity Service Agreement: Commissioner Atwood moved and Commissioner Prest seconded a motion to authorize the Executive Director to execute a contract by and between HRA and Sparkenergy from November 1, 2017 for a term of 48 months to the following properties for a fixed rate of .099999.

Property

20 Hartwell Street, Bernardston
12 Main Road, Gill
88 Main St., Northfield
60 J St., Turners Falls
42 Canal Rd., Turners Falls
37 clement St., Buckland
198 Chestnut Plain Rd, Whately
Highland Ave. BLDG 1, 2 and 3, Shelburne Falls

17-116 Voted 7 in favor; 0 opposed; 0 abstaining

5. **DOCUMENTS USED**

- Minutes of the annual meeting held 10-16-2017
- Minutes of the regular meeting held 10-16-2017
- AP Warrant 10-2017
- Lead Contracts for Montague and Leverett 2017
- Real Estate Broker Services Response to RFP
- Contract between HRA and DHCD for HCEC program and attachments
- SEMAP Certification
- Accountemps Services Contract
- Geosite Environmental, Inc. Contract
- Spark Energy Master Electrical contract
- Job description: Housing Counselor

- Meeting Schedule for 2018
- The Montague Reporter article-Housing Authority to sell building to cider startup
- MA NAHRO November 2017 newsletter
- Staff report dated November 8, 2017

6. **ADJOURNMENT**

There being no further business, Commissioner Parkin moved and Commissioner Atwood seconded a motion to adjourn the meeting at 7:11 P.M.

Respectfully submitted,

Frances Pheeny, Secretary ex officio