



FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT AUTHORITY

42 Canal Road • Turners Falls, MA 01376
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**MINUTES
REGULAR MEETING – April 2, 2018**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **April 2, 2018** at the Montague Town Police Department Community Room located at 180 Turnpike Road, Turners Falls, MA.

1. CALL TO ORDER

Commissioner Cottrell called the meeting to order at 6:00 PM

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

Commissioners Absent: B. Parkin

Staff Present: F. Pheeny J. Carey K. Reardon

Guest: None

2. EXECUTIVE DIRECTOR'S REPORT:

F. Pheeny deferred her report to the end of the meeting so as to allow K. Reardon to address the board regarding her departmental contracts.

2. ACTIONS

Minutes: Commissioner Brown moved and Commissioner Atwood seconded a motion to approve the minutes of the March 19, 2018 special meeting of the Board as prepared.

No discussion

17-159 Vote 7 in favor; 0 opposed; 0 abstaining

AP Warrant: Commissioner Atwood moved and Commissioner Prest seconded a motion to approve the accounts payable warrant for March 2018.

No discussion

17-160 Vote 6 in favor; 1 opposed; 0 abstaining

Amended Administrative Plan for the Housing Choice Voucher Program Product #301-002: Commissioner Brown moved and Commissioner Atwood seconded a motion to approve the amended Administrative Plan for the Housing Choice Voucher Program Product #301-002, The administrative plan is a document that is updated at least annually where HRA states how the Section 8 HCV program will be administered when given some flexibility from HUD.

K. Reardon informed the board that while there has made some changes regarding the wording throughout the administrative plan; there aren't any changes to procedures. One of the noted changes is that HUD is allowing clients to move into their housing before having it inspected, as long as it was previous inspected within past 24 months and there were no 24 hour safety fails.

K. Reardon explained that she will be enforcing the current policy whereas the housing needs to be inspected before the client can move in. This ensures that the housing meets all safety and cleanliness requirements before an actual move in occurs.

17-161 Vote 7 in favor; 0 opposed; 0 abstaining

Amended contract to scope or budget for state subsidy by and between Franklin Regional Housing and Redevelopment Authority and the Department of Housing and Community Development:

Commissioner Atwood moved and Commissioner Brown seconded a motion to authorize, the Chair, to execute an amended contract to scope or budget for state subsidy between HRA and the Department of Housing and Community Development that contract obligations may be incurred as of the Effective Date and no obligation have been incurred prior to the Effective Date.

K. Reardon informed the board that this is the same contract that is signed yearly allowing them to use the money towards DHCD Mass Rental Voucher Program, Housing Vouchers and Renewals of Contracts.

F. Pheeny praised K. Reardon for all of her efforts to ensure that her staff is prepared to take on additional duties while she is out on leave.

The Commissioners congratulated K. Reardon and wish her the best.

17-162 Vote 7 in favor; 0 opposed; 0 abstaining

Reschedule July 2, 2018 Regular Board Meeting: Commissioner Brown moved and Commissioner Slowinski seconded a motion to approve the rescheduling of the regular HRA board meeting due to the July 4th holiday, from Monday, July 2, 2018 to be held instead on Monday, July 9, 2018.

No discussion

17-163 Vote 7 in favor; 0 opposed; 0 abstaining

3. EXECUTIVE DIRECTORS REPORT:

F. Pheeny reported to the board that progress regarding the move to the new building is moving slowly. Several changes have come about since the last HRA Meeting. One being that DHCD's original offer to provide the Agency with 25% for the down payment, capital and closing costs, has now changed to their offering of 24.2%, which is still quite substantial assistance.

F. Pheeny informed the board that another change is that RDI's is taking a loss in the sale of 42 Canal Road, Turners Falls due to the outstanding mortgage. RDI's reserves are being used quickly due to salaries for staff and other projects. The only source of income for RDI is currently from their properties. However, they have agreed to the contribution of the 28% for the build out of the new property, 241 Millers Falls Road, Turners Falls, MA.

F. Pheeny proposed to the board that HRA use some of their additional reserves towards the down payment, as RDI is unable to do so. F. Pheeny acknowledges that the board has already given \$33,000 and she is asking for an additional \$50,000 for a total down payment of \$83,000. If approved, this will allow the Agency to bring down the operating costs to a manageable level departmentally and keep long term costs down.

Commissioner Slowinski moved and Commissioner Tuttle seconded a motion to authorize the Executive Director, to use fifty thousand (\$50,000) from Agency Reserves for the down payment towards the purchase of 241 Millers Falls Road, Montague, MA.

17-164 Vote 7 in favor; 0 opposed; 0 abstaining

F. Pheeny informed the board that after several delays with obtaining an architect for the new building, they have a proposal for an agreement with Roy Brown Architect who has done work for the Montague Housing Authority and is also approved by DHCD. He has reduced his proposal to \$9,200.00 which meets the budget amount of \$10,000.

Commissioner Prest moved and Commissioner Brown seconded a motion to authorize the Executive Director, as contracting officer, to sign the agreement with Roy Brown, Architect for interior design services at 241 Millers Falls Road, Montague, MA not to exceed \$10,000.

17-165 Vote 7 in favor; 0 opposed; 0 abstaining

Certificate of Deposit with Greenfield Cooperative Bank:

F. Pheeny reviewed the Certificate of Deposit with the board members. She informed the members that she would like to take the \$50,000 to be used for the down payment and put the remaining balance into a reserve account. Once the move is completed, then the remaining balance will be reinvested per HUD guidelines.

Commissioner J. Atwood inquired asked when the board can expect to discuss how the monies were used and what the remaining balance is.

F. Pheeny informed the board that her hope is by the end of June, but more realistically at the July 9th scheduled board meeting.

Contract with Shelburne Housing Authority:

F. Pheeny informed the board that the Kitchen and Bath project is on hold at the moment as there has been asbestos found behind some of the kitchen cabinets and backsplash. The lowest bid for removal was approximately \$400,000 over budget due to these finding. Originally it was deemed that asbestos was only in the flooring. F. Pheeny will keep the board apprised of this projects progress.

F. Pheeny also informed the board that there are still concerns being expressed from some tenants at Highland Village and by the Shelburne Falls Board of Selectmen, regarding HRA management of the building. F. Pheeny referred the members to review the letter in their packet from the selectmen chair, Andrew Baker.

F. Pheeny expressed her deep concern regarding this current situation. The HRA staff is dedicated to their work at Highland Village and work hard keeping a safe, clean and well maintained living environment for all residents.

4. OTHER BUSINESS

Leslie Brown RDI Update: Commissioner Brown stated she had no report to give as she had given an update at the Special HRA meeting that was held on 3/19/18, and the RDI board isn't scheduled to meet again until Tuesday, April 10, 2018.

Board Member contact information:

No changes

5. Staff Report:

Commissioner Brown asked for clarification on the Management Report regarding the "total potential rent" column. F. Pheeny explained that many of the tenants prepay their rents so it's calculated as "potential rent." The "rents uncollected" column shows

the amount of rent not being paid and as seen in the "rents collected" the majority of tenants are paying their rent.

Commissioner Prest suggested that the "total potential rent" be broken out from the rent collected line so that it is clear to the commissioners.

F. Pheeny reviewed the FY2018 Benchmark Progress Report, informing the board that the Agency is getting the capital projects done in a timely fashion. Funds from other years are being moved into FY18/FY19 so projects can get completed sooner.

F. Pheeny reviewed the Formula Funding Report stating the bond bill just needs to get signed and the money will be available for the public housing modernization and preservation.

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

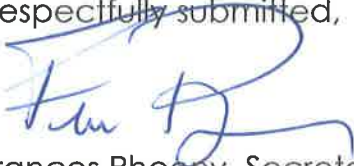
7. DOCUMENTS USED

- Minutes of the special meeting held March 19, 2018
- AP Warrant for March 2018
- Amended Administrative Plan for the Housing Choice Voucher Program Product #301-002
- Amended contract to scope or budget for state subsidy by and between FCRHRA and DHCD
- Agreement with Roy Brown Architect
- Certificate of Deposit with Greenfield Cooperative Bank
- Contract with Shelburne Housing Authority
- FY 2018 Benchmark Progress Report for Franklin County Regional Housing Authority
- Formula Funding Report
- Town of Shelburne Board of Selectmen Letter
- Staff Report
- NAHRO April 2018 Newsletter

8. ADJOURNMENT

There being no further business, Commissioner Slowinski moved and Commissioner Brown seconded a motion to adjourn the meeting at 7:24 PM. The next regular meeting of the HRA Board of Commissioners is scheduled for May 7, 2018 at 6p.m. at the Montague Town Police Department Community Room, 180 Turnpike Road, Turners Falls, MA.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Frances Pheeny", written over the text "Respectfully submitted,".

Frances Pheeny, Secretary ex officio