



FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT AUTHORITY

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

**MINUTES
SPECIAL MEETING- May 2, 2018**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the special meeting of the Authority on **May 2, 2018** at the Greenfield Savings Bank, 282 Avenue A, Turners Falls, MA.

1. CALL TO ORDER

Commissioner Cottrell called the meeting to order at 5:00 PM

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

Commissioners Absent: S. Hamdan D. Prest

Staff Present: F. Pheeny J. Carey

Guest: None

2. ACTIONS

Hale Custom Signs: Commissioner Slowinski moved and Commissioner Brown seconded a motion to authorize the Executive Director, as contracting officer, to award a contract by and between Franklin County Regional Housing and Redevelopment Authority and Dale Hale from Hale Custom Signs, Inc., for designing, fabricating and installing 1- 48"x96"x1" thick PVC sign panel with custom shape, posts, post covers and caps, for a new HRA Agency sign to be installed at 241 Millers Falls Road, Turners Falls, MA 01376.

F. Pheeny informed the board that the current posts to hold the sign are completely rotted and new ones will be needed.

Commissioner Brown inquired about the signage above the entrance to the building.

F. Pheeny stated that while it was thought the lettering could be removed and holes patched, this will be too costly.

17-166 vote 6 in favor; 0 opposed; 0 abstaining

Lexington Group, Inc: Commissioner Slowinski moved and Commissioner Tuttle seconded a motion to authorize the Executive Director, as contracting officer, to award a contract by and between Franklin County Regional Housing and Redevelopment Authority and Lexington Group, Inc. to construct and install cubicles and standing desks into units as requested and provide additional replacement seating and file storage as the site is adapted to the Agency staffing needs; at 241 Millers Falls Road, Turners Falls, MA 01376.

F. Pheeny informed the board that the total cost for the cubicles is \$15,400. She informed the board that while the cubicles are "used" they are very clean and will provide staff with more storage and compatible work space.

17-167 vote 6 in favor; 0 opposed; 0 abstaining

Citizens Security: F. Pheeny informed the board that there isn't a motion needed for this contract as there is currently a contract between Citizens Security and HRA. She stated the same system will remain the same at the new location of 241 Millers Falls Road, Turners Falls, MA that is currently in place at 42 Canal Road, Turners Falls, MA. In the future it is hoped that there will be an upgrade to the overall system to a fab system. Currently all security contract requirements from DHCD and HUD are being met.

Sitterly Movers, Roger Sitterly & Sons, Inc: Commissioner Parkin moved and Commissioner Tuttle seconded a motion to authorize the Executive Director, as contracting officer, to award a contract by and between Franklin County Regional Housing and Redevelopment Authority and Sitterly Movers, Roger Sitterly & Sons, INc. to package, label, relocate files, boxes, equipment, and move and arrange furniture from 42 Canal Road to 241 Millers Falls Road, Turners Falls, MA 01376.

F. Pheeny informed the board that there is little furniture coming to the new Agency location which is helping to keep the moving costs down. All file cabinets that were in the basement went to scrap and the money from those cabinets will be used to supply lunch to staff at the new location.

17-168 vote 6 in favor; 0 opposed; 0 abstaining

Disposal of old office furniture per HRA procurement policy: Commissioner Parkin moved and Commissioner Atwood seconded a motion to authorize the Director of Finance, as chief procurement officer, to dispose of old office furniture per the procurement policy to procurement of equipment, materials, supplies, services and construction related work with respect to properties owned by the Franklin County

Regional Housing and Redevelopment Authority, and programs administered by HRA that are subject to public procurement.

F. Pheeny referred the board to review pg. 9 of the procurement policy regarding disposal of surplus supplies. F. Pheeny informed the board that the furniture located at 42 Canal Road, Turners Falls, and fall under this section of the policy. An advertisement went out to all local 501C3 agencies and J. Carey has received many interested replies from several agencies. On Wednesday, May 9, 2018 the interested parties will come to view and mark the materials they wish to take. Tuesday, May 15, 2018 is the date of picking up their choices.

17-169 vote 6 in favor; 0 opposed; 0 abstaining

Submission of proposal to HUD to Technical Assistance for the Opening Doors to Public Housing: F. Pheeny informed the board that the Vera Institute of Justice with funding from the HUD is seeking applications from public housing authorities that, in collaboration with their justice system partners, are seeking technical assistance to plan and implement reentry programs and/or change their admissions policies regarding people with conviction histories.

F. Pheeny stated that letters were written on behalf of the Agency in support of HRA being an ideal candidate for this grant by, HRA Commissioner Board Chair S. Cottrell, Chief of Orange Police Department, Craig Lundgren, Sheriff of Franklin County, Christopher Donelan, and Register/Magistrate of Probate and Family Court Department, John F. Merrigan.

She stated that if someone is incarcerated they are automatically rejected from receiving housing choice vouchers/Section 8. They can request an informal hearing where they can explain their reasons for incarceration and means of rehabilitation. However, it's not possible to recover without stable housing.

3. OTHER BUSINESS

Board Member contact information:

No changes

4. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

Ockers Voice and Data cabling contract: Commissioner Brown moves and Commissioner Parkin seconds a motion to authorize the Executive Director, as contracting officer, to award a contract by and between Franklin County Regional Housing and Redevelopment Authority and Ockers Contractor to install new Voice

and Data cabling at HRA's new location of 241 Millers Falls Road, Turners Falls, MA 01376.

F. Pheeny informed the board that bids were sent out to state approved contractors list. She stated that 2 bids were received. Ockers bid was the most reasonable bid of the two. They are finishing up a big job in Northampton and will begin doing work at 241 Millers Falls Road on Friday, May 5. F. Pheeny stated there is no structural work to be done which may even have the work be completed quicker than anticipated.

17-170 vote 6 in favor; 0 opposed; 0 abstaining

Reschedule HRA May regular board Meeting: F. Pheeny asked the board if they would be ok with rescheduling the May regular board meeting from Monday, May 7 (a week from this one) to Monday, May 21.

Commissioner Parkin recommended holding the next regular meeting at our June 4 scheduled date and foregoing any in May.

F. Pheeny inquired as to whether or not 6:00PM was still a good time to have the board meetings begin or would 5 PM be more convenient. F. Pheeny suggested that J. Carey put out a doodle poll inquiring as to which time the next meeting will start.

F. Pheeny also shared with the board that she is seeking contributions for a new refrigerator for the new kitchen. She is also applying for \$100,000 grant to help with the building of the new garage. She contacted the Tech School for their assistance but has not received any response.

5. DOCUMENTS USED

- Hale Custom Signs estimate and drawings
- Go Graphix street sign estimate and drawings
- Lexington Group, Inc. estimate
- Broadway Office Interiors email
- Discount Office Furniture, Inc. estimate
- Citizens Security contract
- Sitterly Movers, Roger Sitterly & Sons, Inc. estimate
- Ideal Movers & Storage, Inc. estimate
- Procurement Policy and listed items of furniture to be donated
- Vera Institute of Justice Opening Doors to Public Housing RFP for Technical Assistance
- Ockers electrical estimate
- Collins Electric estimate

6. ADJOURNMENT

There being no further business, Commissioner Parkin moved and Commissioner Slowinski seconded a motion to adjourn the meeting at 5:40 PM. The next regular meeting of the HRA Board of Commissioners is scheduled for June 4, 2018 at 6p.m. at the HRA Agency located at 241 Millers Falls Road, Turners Falls, MA 01376

Respectfully submitted,



Frances Pheeny, Secretary ex officio