



MINUTES
REGULAR MEETING –November 5, 2018

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **November 5, 2018** at the Franklin County Regional Housing and Redevelopment Authority Kulik Meeting Room , 241 Millers Falls Road, Turners Falls, MA 01376.

1. **CALL TO ORDER**

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

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

Commissioners Absent: None

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

Guest: None

2. **ACTIONS**

Minutes: Commissioner Parkin moved and Commissioner Atwood seconded a motion to approve the minutes of the October 15, 2018 annual meeting of the Board as prepared.

No discussion

17-220 Vote 8 in favor; 0 opposed; 0 abstaining

Minutes: Commissioner Tuttle moved and Commissioner Brown seconded a motion to approve the minutes of the October 15, 2018 regular meeting of the Board as prepared.

17-221 Vote 8 in favor; 0 opposed; 0 abstaining

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

L. Cornish informed the Board that an updated September AP Warrant along with the correct October AP Warrant is being provided to them.

F. Pheeny explained that the original September and October AP Warrants didn't reflect the HAP generated payments, whereas the updated Warrants do and will continue to be reflected on all future AP Warrants.

17-222 Vote 6 in favor; 2 opposed; 0 abstaining

CORI Policy: Commissioner Atwood moved and Commissioner Prest seconded a motion to authorize and approve Betteann Karpinski, Leased Housing Representative, to review tenants Criminal Offender Record Information (CORI).

17-223 Vote 8 in favor; 0 opposed; 0 abstaining

SEMAP Submission: Commissioner Atwood moved and Commissioner Prest seconded a motion to approve the submission to the U.S. Department of Housing and Urban Development of the Section 8 Management Assessment Program (SEMAP) Certification Report for fiscal year ending September 30, 2018.

K. Reardon explained to the Commissioners that this is an internal audit for Leased Housing which is done yearly. She reviewed the document, summarizing the information.

She stated that if HUD doesn't find any concerns, the department will receive a rating of 100% for SEMAP Certification resulting in receiving 100% of the administrative fees.

Two questions were posed regarding the number of people pulled from the waitlist and the average length of time someone is on the waitlist.

K. Reardon explained the process of pulling people from the waitlist and also informed the members that the average time to be on the waitlist is approximately 4 years, which is lower time frame than previous years.

17-224 Vote 8 in favor; 0 opposed; 0 abstaining

Montague FY18 Community Development Block Grant: Commissioner Tuttle moved and Commissioner Prest 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 FY2018 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.

F. Pheeny explained that the grant is a standard contract awarded to towns to contract programs between HRA and the communities. She stated that there aren't any changes from previous year contracts.

17-225 Vote 8 in favor; 0 opposed; 0 abstaining

Orange FY18 Community and Development Block Grant: Commissioner Atwood moved and Commissioner Prest 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 Orange for the administration of the Orange FY2018 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.

17-226 Vote 8 in favor; 0 opposed; 0 abstaining

Process for hiring an Interim Executive Director: Commissioner Prest moved and Commissioner Slowinski seconded a motion to conduct a process to hire an Interim Executive Director for a short-term period, pending DHCD approval of the select Interim candidate.

Commissioner Atwood began by reviewing with the Board which Commissioners are serving on the Interim E.D. Search Committee and reported on the committee's progress.

She stated that DHCD Attorney J. Liebel recommended that the Interim E.D. position be advertised even though it is not a DHCD requirement to do so. The Interim E.D. Committee will advertise the position in the Recorder, and online with MassNAHRO and CHAPA, with a one week turnaround from time of posting.

Commissioner Atwood shared the Interim E.D. Committee's next steps:

- The interviews will be held as a public meeting.
- The Interim E.D. Commissioners will be the only members to conduct the interview, discuss each candidate and approve the finalist.

- DHCD will be informed of the selected candidate and if they grant approval, then the contract will be brought to the HRA Board of Commissioners at the next regular meeting of Monday, December 3, 2018.

No opposition or discussion.

17-227 Vote 8 in favor; 0 opposed; 0 abstaining

Appoint a Search Committee: Commissioner Parkin moved and Commissioner Slowinski seconded a motion to appoint Commissioner Atwood and Commissioner Cottrell to serve as the two (2) HRA Board representatives on the Executive Director Permanent Search Committee along with one (1) SHA Board Commissioner and two (2) RDI Board Directors.

The Commissioners and F. Pheeny recalled, and documentation of minutes supported, that the previous permanent E.D. search committee consisted of two (2) HRA Commissioners, one (1) SHA Commissioner and two (2) RDI Directors'. It was also confirmed that while staff was not asked to be participants throughout the permanent E.D. process, the final interview of the 2 candidates was open to the public.

Commissioner Atwood and Commissioner Cottrell will reach out to the SHA and RDI Boards to inquire as to whom would like to volunteer to serve on the Executive Director Permanent Position Committee.

17-228 Vote 8 in favor; 0 opposed; 0 abstaining

Change Order Request by and between Renaissance Builders and the Franklin County Regional Housing & Redevelopment Authority: Commissioner Tuttle moved and Commissioner Hamdan seconded a motion to approve architectural and labor changes for #4 New Interior storefront kitchen door and floor infill for project FISH No:358104 as requested by the contractor for the contract by and between Renaissance Builders and the Franklin County Regional Housing & Redevelopment Authority and authorize the Executive Director to sign.

F. Pheeny explained to the board that this is the last phase of the building renovations.

She stated that the sunken area will be made level with the rest of the floor in the entry way and converted into a storage closet for supplies. Walls for the storage closet will not need to be built as the wall modules removed to allow for the buildout of the staff kitchen area will be used to complete the storage closet.

She advised the board that the staff kitchen needs to have a specially made door due to the size of the door frame and the need for it to be tempered glass.

Commissioner Brown inquired as to where the funds would be coming to pay for the last of these renovations.

F. Pheeny informed the board that part would be from HRA reserves and part would be from fund from DHCD that were already allocated to HRA for the building renovations.

17-229 Vote 8 in favor; 0 opposed; 0 abstaining

CHAPA HUD Housing Counseling Sub-Grant Agreement: Commissioner Prest moved and Commissioner Atwood seconded a motion to authorize the Executive Director, as contracting officer, to execute a Code of Conduct and Sub-Grant Agreement by and between HRA and Citizens' Housing and Planning Association (CHAPA), as a HUD Grantee, for HUD housing counseling services provided between October 1, 2017 and September 20, 2018 for a grant of \$8,000.

F. Pheeny informed the Board that this is a standard contract that HRA has with CHAPA. HRA receives a portion of the funds from CHAPA for providing housing counseling services.

17-230 Vote 8 in favor; 0 opposed; 0 abstaining

MassDOT Land Damage Agreement: Commissioner Parkin moved and Commissioner Prest seconded a motion to authorize the Executive Director, as contracting officer, to enter into a Land Damage Agreement by and between the Franklin County Regional Housing & Redevelopment Authority and MassDOT for the town of Charlemont, project #606507 Roadway Reconstruction and Village Calming on Route 2.

F. Pheeny reviewed the parcel sketch with the Board informing them that this project will not have a big impact on the Charlemont Family Housing property or on the tenants who reside there.

She stated the project will take approximately 5 years, allowing MassDOT to install a much needed sidewalk in that area.

17-231 Vote 8 in favor; 0 opposed; 0 abstaining

MassDOT Right of Entry Agreement: Commissioner Atwood moved and Commissioner Brown seconded a motion to authorize the Executive Director, as contracting officer, to enter into a Right of Entry Agreement by and between the Franklin County Regional Housing & Redevelopment Authority and MassDOT for the town of Charlemont, project #606507 Roadway Reconstruction and Village Calming on Route 2.

No Discussion.

17-232 Vote 8 in favor; 0 opposed; 0 abstaining

Sharon Cottrell, HRA Board Commissioner Chair, as signer on all HRA Greenfield Savings Bank Accounts: Commissioner Brown moved and Commissioner Prest seconded a motion to authorize Sharon Cottrell, HRA Board Commissioner Chair, as signer on all HRA Greenfield Savings Accounts.

F. Pheeny explained to the Board that with her leaving it was important there be a second signer on all HRA accounts. This will ensure that all required payments and deposits can continue without interruption.

17-233 Vote 7 in favor; 0 opposed; 1 abstaining

Sharon Cottrell, HRA Board Commissioner Chair, as signer on all HRA Greenfield Coop Bank Accounts: Commissioner Brown moved and Commissioner Prest seconded a motion to authorize Sharon Cottrell, HRA Board Commissioner Chair, as signer on all HRA Greenfield Coop Bank Accounts.

No Discussion.

17-234 Vote 7 in favor; 0 opposed; 1 abstaining

Lisa Cornish, Director of Finance, as business online account administrator on all HRA Greenfield Savings Bank Accounts: Commissioner Prest moved and Commissioner Slowinski seconded to amend the motion to appoint and authorize, Lisa Cornish, Director of Finance, as business online account administrator on all HRA Greenfield Savings Bank Accounts on an interim basis until a permanent Executive director is hired.

F. Pheeny explained to the board that currently L. Cornish is an online account user but not an administrator and by adding L. Cornish as an online account administrator would ensure that all financial tasks would continue without interruption.

The board suggested amending the motion stating that L. Cornish would be granted online account administrative access until the permanent Executive Director is selected and hired.

17-235 Vote 8 in favor; 0 opposed; 0 abstaining

Lisa Cornish, Director of Finance, as business online account administrator on all HRA Greenfield Coop Bank Accounts: Commissioner Prest moved and Commissioner Slowinski seconded to amend the motion to appoint and authorize, Lisa Cornish, Director of Finance, as business online account administrator on all HRA Greenfield Coop Bank Accounts on an interim basis until a permanent Executive director is hired.

17-236 Vote 8 in favor; 0 opposed; 0 abstaining

Citizen Security Contract: Commissioner Atwood moved and Commissioner Brown seconded a motion to authorize the Executive Director, as contracting officer, to accept the proposal by and between Citizen Security Services and Franklin County Regional Housing & Redevelopment Authority to upgrade current services to install external panic-hold devices that route to the police and internal electrical silent panic buttons for an additional monthly charge of \$25.00 with a total cost of \$1,581.63 for equipment and installation costs.

F. Pheeny stated that the silent and panic alarm buttons are additions for the new front desk area. Should a serious issue arise at the reception desk, one button sets off a light outside of the Executive Administrative Assistant office to alert staff and the other directly notifies the Montague Police Department. These safety measures will only add \$25.00 extra to the monthly cost of the current contract.

Republic Services Contract: Commissioner Prest moved and Commissioner Parkin seconded a motion to authorize the Executive Director, as contracting officer, to enter into a contract by and between Republic Services, Inc. and Franklin County Regional Housing & Redevelopment Authority to provide dumpster and rubbish services to all HRA owned properties and main Agency location for a period of 36 months starting September 1, 2018 and ending August 31, 2021.

F. Pheeny informed the board that this company came in costing half of what other vendors had quoted.

Commissioner Brown suggested looking into when the contract ends, Alternative Recycling.

F. Pheeny will mention them to Personnel Coordinator H. Mackay to note for contact in the future.

17-237 8 in favor; 0 opposed; 0 abstaining

Board Meeting Schedule: Commissioner Tuttle moved and Commissioner Atwood seconded a motion to approve the schedule of proposed dates for regular meetings of the HRA Board of Commissioners for 2019 as prepared.

No Discussion.

17-238 7 in favor; 0 opposed; 1 abstaining

3. EXECUTIVE DIRECTOR'S REPORT

F. Pheeny informed the board that the first of her exit memos is attached for their review. She also went on to inform the board that her employment situation had changed and she will be continuing on as Executive Director until an Interim E.D. is hired. She also explained that L. Cornish will not have administrative access to the online Greenfield Savings and Greenfield Coop Banks until closer to her departure.

F. Pheeny referenced the PHN Housing Notice 2018-20 and summarized that LHA are required to change the CPA firm used to conduct their AUP after five (5) years. She stated this won't affect HRA until the year 2021.

4. OTHER BUSINESS

Leslie Brown RDI Update: Commissioner Brown reported that the next scheduled RDI Board Meeting will be held on Tuesday, November 13.

She informed the board that RDI has two (2) future development sessions scheduled with consultant B. Breitbart, to look at strategic planning for increasing revenue for RDI. The first session occurred on November 1st and the second is scheduled for November 7th.

Commissioner Brown reported that the first session focused on finances, goals of providing affordable housing throughout the county, and reviewing the structure of both the RDI and HRA Boards.

Commissioner Cottrell expressed that the RDI Directors are concerned about RDI's future.

Commissioner Brown informed the board that there was discussion around contracting out to independent individuals who have experience with development and housing skills, as well as, experience with restructuring finances to ensure that both HRA and RDI have successful futures.

F. Pheeny expressed that DHCD did a thorough financial analysis showing the viability of the agency and to hire a consultant to look again at the finances won't show any changes. She explained that the last development completed by RDI was Solar Village.

Public Housing Notice 2018-20- Clarification Regarding Agreed Upon Procedures (AUP) Program and Requirement to Change CPA Firm After 5 years:

Reviewed in Executive Director's Report

Board Member contact information:

No changes

5. STAFF REPORT:

No discussion

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

7. DOCUMENTS USED

- Minutes of the Annual meeting held October 15, 2018
- Minutes of the Regular meeting held October 15, 2018
- Revised AP Warrant for September 2018
- AP Warrant for October 2018
- Section 8 Management Assessment Program (SEMAP) Certification
- Contract with the Town of Montague for administration of the FY18 CDBG grant
- Contract with the Town of Orange for administration of the FY18 CDBG grant
- Change order request #4 FISH No. 358104
- Citizens' Housing and Planning Association HUD Housing Counseling Sub-Grant Agreement FY2018
- MassDOT Land Damage Agreement
- MassDOT Right of Entry Agreement
- Citizen Security Contract
- 2019 HRA Board Meeting Schedule

- Frances Pheeny, Exit Memo #1
- Public Housing Notice 2018-20
- Staff Report
- MCPPO Board of Commissioner Training
- NAHRO Newsletter November 2018

8. ADJOURNMENT

There being no further business, Commissioner Atwood moved and Commissioner Brown seconded a motion to adjourn the meeting at 7:22PM. The next *regular* meeting of the HRA Board of Commissioners is scheduled for **December 3, 2018 at 6:00PM** located at the Franklin County Regional Housing and Redevelopment Kulik Meeting Room , 241 Millers Falls Road, Turners Falls, MA 01376.

Respectfully submitted,



Frances Pheeny, Secretary ex officio