



**MINUTES**  
**REGULAR MEETING –December 3, 2018**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **December 3, 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**

The Executive Session was convened after a roll call vote in regular session at 6:00 PM

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

Commissioners Absent:           S. Hamdan       J. Tuttle

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

Guest:   W. Abrashkin,           P. Curry

- 2. Executive Session:** Commissioner Parkin moved and Commissioner Brown seconded a motion to enter into Executive Session to discuss potential litigation.

17-243 voted unanimously 6 in favor; 0 opposed; 0 abstaining

Commissioner Atwood moved and Commissioner Parkin seconded a motion to adjourn Executive Session.

17-244 Voted unanimously 6 in favor; 0 opposed; 0 abstaining

**3. ACTIONS:**

**Minutes:** Commissioner Atwood moved and Commissioner Parkin seconded a motion to approve the minutes of the November 5, 2018 regular meeting of the Board as prepared.

No discussion

17-245 Vote 6 in favor; 0 opposed; 0 abstaining

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

17-246 Vote 5 in favor; 1 opposed; 0 abstaining

**New Copy and Printer Services:** Commissioner Parkin moved and Commissioner Atwood seconded a motion to table to authorize the Executive Director, as contracting officer, to enter into an agreement by & between Franklin County Regional Housing & Redevelopment Authority and Connecticut Business Systems (CBS) for a total 60 month lease cost of \$375.02 for black & white and color printer/copier machines and total print contract costs of \$135.00, until the January 2019 regular board meeting to allow for further examination of the lease contracts.

F. Pheeny introduced P. Curry, from CBS, to the Board and asked that he share his findings regarding the recent analysis he did with H. Mackay on HRA's current printers and copiers.

P. Curry informed the board that his company is located in Springfield, MA and he services businesses all over Franklin County. He provided an overview of the conditions for the current printers and copiers and the benefits of using CBS as the new lease supplier.

He summarized that currently a lot of time and money is being spent to find the best deal on buying toner, as well as, the copiers not being able to run efficiently for the work load required of them.

P. Curry informed the Board that CBS's goal is to help with the efficiency needed for the work load of the Agency, provide a one-step ordering process which includes toner, local service and parts, provide free installation and set-up of all printer/copiers, provide backup toners at high use locations and include a 48 month upgrade option, while providing all of this at a fixed 5 year rate. He stated their aim is to keep the machines in working order and running efficiently, eliminating the number of repair visits needed, which will result in less cost for the Agency.

A question was posed asking for further explanation regarding the "Copier cost per impression" notation.

P. Curry explained that it's a cost associated with per printed page, but is also inclusive of the other services as previously explained.

Commissioner Slowinski asked for information about whether or not the copiers/printers are energy efficient.

P. Curry will provide that information for the January board meeting.

The Board determined to table this motion until the regular January board meeting to allow for further examination of the proposal by board and staff.

17-247 Vote 6 in favor; 0 opposed; 0 abstaining

**Framework Homeownership LLC Counseling Agency Agreement:** Commissioner Parkin moved and Commissioner Atwood seconded a motion to authorize the Executive Director, as contracting officer, to enter into an agreement by and between Framework Homeownership, LLC (the "Company") and Franklin County Regional Housing & Redevelopment Authority (the "Company Site") to provide prospective buyers of homes with training and information about the home buying process and provides its clients with access to online home buying course currently known as Frameworks.

F. Pheeny reported that participants interested in taking the First Time Homebuyer Workshops can do so at a scheduled weekend workshop, or independently through the online course. Previously HRA's contract was through Mass Housing; however they have permanently removed that portal.

She further explained that Frameworks is beneficial to the users as its very interactive allowing prospective buyers of homes with training and information about the home buying process. It's also beneficial for HRA as HCEC will receive 80% of funds from registrants compared to the 50% received when contracted with Mass Housing.

A question was posed regarding what happens after the registrant passes the program.

F. Pheeny explained that they get a certificate that can be used for a variety of different programs

17-248 Vote 6 in favor; 0 opposed; 0 abstaining

**Lead Certification:** Commissioner Parkin moved and Commissioner Atwood seconded a motion to authorize the Executive Director, as contracting officer, 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 and Orange, MA up to 27 single-family and multi-family privately owned homes where the owners have applied to participate in the programs.

No discussion.

17-249 Vote 6 in favor; 0 opposed; 0 abstaining

**Lead Certification:** Commissioner Parkin moved and Commissioner Atwood seconded a motion to authorize the Executive Director, as contracting officer, to execute an agreement by and between FCRHRA and **Caulfield Environmental** 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 and Orange, MA up to 27 single-family and multi-family privately owned homes where the owners have applied to participate in the programs.

No discussion.

17-250 Vote 6 in favor; 0 opposed; 0 abstaining

**HCEC Contract:** Commissioner Parkin moved and Commissioner Atwood 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 \$209,414/00 for services provided from July 1, 2018 through June 30, 2019.

F. Pheeny stated that this is a standard contract received annually which states that it's increasing the amount to be paid to the Agency.

17-251 Vote 6 in favor; 0 opposed; 0 abstaining

**Contracts for Snow Plowing-37 Clement St., Buckland:** Commissioner Parkin moved and Commissioner Slowinski seconded a motion to authorize the Executive Director, as contracting officer, to enter into an agreement by and between the Franklin County Regional Housing & Redevelopment Authority and Canepari Landscaping to

complete Plow and sanding of parking and shovel the walk to front door street side commencing work on November 1, 2018 and continue services through April 1, 2019.

F. Pheeny explained that this service will provide several benefits. Snow will be removed more quickly and efficiently as there will be multiple plows utilized at the numerous HRA properties, compared to just the 2 trucks typically used by maintenance staff. This will allow maintenance to be more available during snow storms for other issues. Overtime of maintenance staff will be either eliminated or minimal as staff will only need to be responsible for the upkeep of snow removal from the sidewalks.

A question was posed as to whether or not a cost comparison had been done regarding contracting for snow services versus paying maintenance staff overtime.

F. Pheeny informed the board that a comparison was done and maintenance staff is paid substantially more per person versus the \$75.00 Canepari is charging per storm for plowing, sanding and shoveling.

17-252 Voted 6 in favor; 0 opposed; 0 abstaining

**Contracts for Snow Plowing-HRA locations:** Commissioner Parkin moved and Commissioner Brown seconded a motion to authorize the Executive Director, as contracting officer, to enter into an agreement by and between the Franklin County Regional Housing & Redevelopment Authority and Johnson Asphalt and Paving, LLC to complete Plow the first time of a snow storm, make a second time as needed for larger storms, commencing work on November 1, 2018 and continue services through April 1, 2019 at the following HRA locations:

Address	Town	Corporation	Known As	
88 Main St.	Northfield	HRA	Squakheag Village	180.00
20 Hartwell	Bernardston	HRA	Stratton Manor	350.00
60 J St	Turners Falls	HRA	Winslow	150.00
30 Oaklawn Ave	Orange	HRA		200.00
50 Oaklawn Ave	Orange	HRA		200.00
120 Oaklawn Ave	Orange	HRA		200.00
90 Main St	Northfield	HRA		150.00
73 South St	Bernardston	HRA		125.00
19 Whitney St	Orange	HRA		200.00
66 West River St	Orange	HRA		200.00
36 Congress St	Orange	HRA		200.00

Scope of services: The vendor shall provide the snow plowing at these HRA Locations.

17-252 Vote 6 in favor; 0 opposed; 0 abstaining

**Resignation of Executive Director, Frances Pheeny:** Commissioner Atwood moved and Commissioner Brown seconded a motion to accept the resignation of Executive Director, Frances Pheeny.

Commissioner Atwood reported that as a member of the Interim Executive Director Search Committee Board, it was realized that while a letter of resignation was received from F. Pheeny, there wasn't a vote taken to accept her resignation.

Commissioner Parkin inquired as to whether F. Pheeny would reconsider her decision to resign.

F. Pheeny replied that while she was appreciative of being asked to consider such, she feels that there are changes still needing to be made moving forward that would best be done by a new Executive Director.

The entire Board of Commissioners sincerely thanks F. Pheeny for everything she has done throughout her years as serving as HRA's Executive Director.

17-254 Vote 6 in favor; 0 opposed; 0 abstaining

**Interim Executive Director Candidate:** Commissioner Parkin moved and Commissioner Atwood seconded a motion to approve the recommendation to hire W. Abrashkin as the Interim Executive Director Candidate upon DHCD approval.

Commissioner Brown reported that as a member of the Interim Executive Director Search Committee she needed to inform the Board that a vote was required to approve the recommendation to hire W. Abrashkin as Interim E.D. She provided information regarding the minimum and maximum number of hours in which he is approved to work per DHCD and his rate of pay. She also informed the board that he will be working on site 3 days a week and available by phone and email on the days he is working from home.

The Board thanks W. Abrashkin for accepting the offer to fill the Interim Executive Director position.

17-255 Vote 5 in favor; 0 opposed; 1 abstaining

**Permanent Executive Director Search Committee:** Commissioner Parkin moved and Commissioner Brown seconded a motion to approve the recommendation to include

one (1) HRA staff member and one (1) HRA resident as additional representatives to serve as board members on the Permanent Executive Director Search Committee.

Commissioner Atwood reported that at the November Interim Executive Director Meeting it was proposed that the composition of the Permanent Executive Director Search Committee be reviewed.

She stated that in addition to the 2- HRA Board Commissioners, 2-RDI board Director and 1-SHA- Board Commissioner, the committee also be inclusive of an HRA staff member and HRA resident.

An email was sent out to staff advising them to email J. Carey if they were interested in serving on the Permanent Executive Director Committee, and that all emails of interest needed to be received by 4pm December 5, 2018 with their name, title and a short sentence about why they were interested in serving on the committee. These would then be forwarded to J. Atwood and S. Cottrell for appointment.

Commissioner Atwood stated that R. Maccini has volunteered to serve as the SHA board representative and L. Dunlavy will serve as the RDI board representative. There is still one RDI position still open to be filled should anyone else volunteer from that board. Next steps include submitting the advertisement to DHCD for the Permanent E.D. position by Friday, December 14, 2018 and this process will be discussed in more detail at the next board meeting scheduled for Friday, December 7, 2018.

17-256 Vote 6 in favor; 0 opposed; 0 abstaining

**Thank you to Bruce Parkin for his many years of dedicated service as an HRA Board Commissioner:**

Commissioner Cottrell thanked B. Parkin for his many years of service on the HRA Board. She stated she appreciated his willingness to speak up and ask great questions.

Commissioner Parkin stated that he wishes he could do more but is no longer able to dedicate the time needed to serve on the board. However, he will continue to advocate for HRA and will continue to reach out to people in Shutesbury.

#### **4. EXECUTIVE DIRECTOR'S REPORT**

F. Pheeny presented the Board with a preliminary ductwork assessment report. She providing an overview of the duct work needing to be reconfigured, stating such work will provide substantial savings on energy and costs. She suggested that the contractor attend a future meeting to do a full presentation to the Board.

F. Pheeny reported on the possibility of a Federal Government shut down. She stated this will impact HUD significantly, shutting it down and stopping all flow of funds to Section 8. There are reports that should the shutdown occur, it will be until January when there is a new Congress.

F. Pheeny informed the board about a change in the monetary increase for the purchase of 3 new heat exchanges approved by the board at the November special meeting. She stated that it was originally determined cost would be \$7,000. However, the proposal came at an increase cost of \$11,000.

F. Pheeny reported she was not comfortable with signing the contract for \$11,000 of work, but did so for \$8,700 which allowed for the 2 Lenox units to be repaired.

She stated that during the repairs misinformation relayed from a technician to a staff member regarding the possibility of a carbon monoxide leak occurred. This caused some staff member's great concern, resulting in them going out to purchase a carbon monoxide detector and the decision to close the Agency and send staff home for the remainder of the day. She stated that after speaking directly with the company they reassured her that there was no possible chance of a carbon monoxide leak occurring and the Agency re-opened the following day.

F. Pheeny stated that during that incident she spoke with Citizen Security regarding the installation of carbon monoxide detectors as the building has none. In reviewing the proposed contract for the installation of the detectors, the Board questioned the necessity for the proposed number of detectors needed and the cost.

F. Pheeny will contact Citizen Security to obtain more information and provide the board with an update.

F. Pheeny informed the Board that after much time spent looking at the true performance of each department and reviewing expenses, she has revised the budget approved by the board in October, bringing down income to realistic levels.

L. Cornish stated that Community Development has been running in a deficit for a few years.



F. Pheeny reported that the HCEC department is the next to be reviewed.

A question was posed as to whether or not the revisions will impact staffing levels in the C.D. Department.

L. Cornish stated that currently there won't be an impact but as they have an overhead, however that income won't cover until next year. She stated that direct costs are getting covered, but not fringe benefits, retirement or vacation.

L. Cornish reported that she has created a modeling tool that will assist the department with time frames for moving up their contracts so their income will be received quicker, closing out their older grants earlier, become aware of what's creating the delays and bottlenecks and incorporating a list of 8-10 things that staff in that department need to work on.

F. Pheeny the revised budget will be presented to the Board in January.

## **5. OTHER BUSINESS**

**Leslie Brown RDI Update:** Commissioner Brown reported that the RDI Board met on November 7 as a strategic planning meeting. She stated that she did report to the RDI Board that HRA has already gone through the audit process. B. Breitbart and L. Dunlavy will be putting together a proposal to find someone to do an analysis of what RDI will need.

Commissioner Brown reported that the regular RDI meeting is scheduled for Tuesday, December 11, 2018 and she will reach out to L. Dunlavy to see if W. Abrashkiin should attend that meeting.

### **Steps to fill the current and impending vacancies of the HRA Board of Commissioners:**

Discussion ensued regarding whether or not it was necessary to have a nominating committee.

F Pheeny expressed that it would be best if the commissioners themselves contacted people in their community and those interested would then get in touch with the Executive Director who then forwards the recommendation to COG. She also clarified that there can only be one person per community represented on the board unless they are governor appointed. She stated that she will send a list of communities to all of the board members as well as to W. Abrashkin.

F. Pheeny proposed that the Commissioners take charge on contacting the Legislature to reduce the size of this board from 11 members to 8, which is a more realistic number to have served on a board.

She will send an email of towns regarding representation and forward them to W. Abrashkin for the January 7, 2019 meeting for board discussion.

### **Public Housing Notice 2018-22- NOFA for Comprehensive Sustainability Initiative**

No discussion

#### **Board Member contact information:**

No changes

#### **6. STAFF REPORT:**

No discussion

#### **7. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE**

Citizen's Security Contract regarding installation of Carbon Monoxide detectors previously discussed in Executive Director Report.

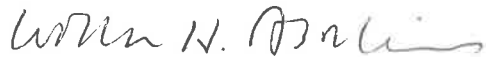
#### **8. DOCUMENTS USED**

- Minutes of the Regular meeting held November 5, 2018
- AP Warrant for November 2018
- CBS Proposal for color, black & white printer and copiers
- Framework Counseling Agent Agreement
- Caulfield Environment Lead Certification Agreement
- Emerald Investments, Ltd., Lead Certification Agreement
- HCEC Contract
- Canepari Landscaping Snow Plowing Agreement
- Johnson Asphalt and Paving, LLC Snow Plowing Agreement
- Preliminary Ductwork Assessment Report
- Citizen's Security Services Contract
- PHN 2018-22-NOFA for Comprehensive Sustainability Initiative
- Franklin County Listening Session seminar
- Staff Report
- Approved proposed dates for 2019 HRA Board Meetings

## **8. ADJOURNMENT**

There being no further business, Commissioner Parkin moved and Commissioner Brown seconded a motion to adjourn the meeting at 8:12PM. The next *regular* meeting of the HRA Board of Commissioners is scheduled for **January 7, 2019 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,



William H. Abrashkin, Secretary ex officio