



**FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT AUTHORITY**

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MINUTES  
REGULAR MEETING – January 04, 2016

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on January 04, 2016 at the Greenfield Savings Bank located at 282 Avenue A, Turners Falls, MA.

1. CALL TO ORDER

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

Commissioners Present:	J. Atwood	J. Banks	L. Brown
	S. Hamdan	L. Hoer	B. Parkin
	D. Prest	J. Tuttle	

Commissioners Absent:	S. Cottrell	S. Cummings
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Staff Present:	F. Pheeny	M. Leger-Small
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2. EXECUTIVE SESSION. Commissioner Banks reviewed the agenda for the meeting. Commissioner Tuttle moved and Commissioner Brown seconded a motion to enter executive session to discuss strategy with respect to litigation because discussing this topic in open session may have a detrimental effect on the bargaining or litigating position of the Franklin County Regional Housing and Redevelopment Authority.

16-001 Voted by roll call with all Commissioners responding "Aye", none opposed, and none abstaining.

The Board entered executive session at 6:02 PM. The Board reconvened in regular session at 6:10 PM at which time the Chair announced that two votes had been taken in executive session including the vote to adjourn.

3. ACTIONS

Minutes: Commissioner Tuttle moved and Commissioner Hoer seconded a motion to approve the minutes of the December 7, 2015 regular meeting of the Board as prepared.

16-004 Voted 8 in favor; 0 opposed; 0 abstaining

AP Warrant: Commissioner Hoer moved and Commissioner Brown seconded a motion to approve the accounts payable warrant for December 2015.

16-005 Voted 5 in favor; 2 opposed; 1 abstaining

Job Description: Commissioner Parkin moved and Commissioner Hoer seconded a motion to approve the job description for Director of Finance as revised.

Rental Assistance • Housing Development • Housing Management • Community Development  
Municipal Assistance • Rehab Financing • Homeownership • Public Infrastructure

Equal Housing Opportunity

F. Pheeny explained that the agency has a critical need for a Director of Finance. She reviewed her changes to the job description. Commissioner Brown noted that the preference for a CPA under the licenses and certificates section could lead potentially qualified candidates away from applying as it heavily implies that they should have a CPA. The item was struck from the description.

16-006 Voted 8 in favor; 0 opposed; 1 abstaining

Use of reserves: Commissioner Brown moved and Commissioner Hoer seconded a motion to approve the use of \$70,000 in operating reserves to fund the position of Director of Finance through the end of fiscal year 2016.

F. Pheeny noted that this position is not included in the FY2016 budget. She is therefore requesting authorization to use HRA reserves to fund the position. She noted that the Rural Development, Inc. Board will be asked to commit funds in excess of \$70,000 if necessary.

16-007 Voted 8 in favor; 0 opposed; 0 abstaining

Use of reserves: Commissioner Tuttle moved and Commissioner Hoer seconded a motion to approve the use of \$5,000 in operating reserves for the purpose of pursuing training opportunities for the HRA staff.

F. Pheeny noted that the agency requires a significant investment in the professional development of the staff in order ensure compliance and excellent service. She noted that the management staff in the agency will undergo training with Third Sector New England.

16-008 Voted 8 in favor; 0 opposed; 0 abstaining

HCEC Contract: Commissioner Tuttle moved and Commissioner Hoer seconded a motion to authorize the Chair to execute a contract between Franklin County Regional Housing and Redevelopment Authority and the Department of Housing and Community Development for all services provided under the Housing Consumer Education Center program in the amount of \$185,533.00 for services provided from July 1, 2015 through June 30, 2016.

16-009 Voted 8 in favor; 0 opposed; 0 abstaining

Addendum #1 (Town of Shelburne Housing Rehab): Commissioner Brown moved and Commissioner Tuttle seconded a motion to authorize the Chair to execute *Addendum #1 to the SubGrantee Agreement between the Town of Shelburne and Franklin County Regional Housing and Redevelopment Authority (FCRHRA) for Housing Rehabilitation Services made as of October 2014* which modifies the original agreement by (I) increasing the total value of the SubGrantee agreement by \$6,300 to \$44,744 (II) the extending the performance period of the SubGrantee agreement to July 15, 2016 (III) the amending the scope of services to increase the number of units to be rehabilitated from six to nine and (IV) amending the Project Budget and Method of Compensation.

F. Pheeny explained the addendum.

16-010 Voted 8 in favor; 0 opposed; 0 abstaining

Solar Net Metering: Commissioner Hoer moved and Commissioner Tuttle seconded a motion to authorize the issuance of a Request for Information to interested parties regarding the negotiation of a solar net metering agreement.

F. Pheeny reviewed the history of exploring solar net metering contracts. M. Leger-Small noted that procurement of net metering contracts is exempt from public procurement laws, but that we will follow the procedures outlined in DHCD's public housing notice (included in Board materials). He also noted that the RFI was issued last year in a substantially similar form.

16-011 Voted 8 in favor; 0 opposed; 0 abstaining

Authorize Contract: Commissioner Hoer moved and Commissioner Brown seconded a motion to authorize the Executive Director to execute a contract between Comcast Business and Franklin County Regional Housing and Redevelopment Authority for phone and internet service for a three year term in an annual amount not to exceed \$10,364 with a one-time installation cost of \$631.95.

F. Pheeny reviewed the agency's IT modernization efforts. She noted that in addition to improving internet and telephone connections, we're looking into procuring better equipment for mobile workers. She noted that the money set aside for the procurement of a new traditional PBX system will most likely be re-allocated to new technology costs.

16-012 Voted 8 in favor; 0 opposed; 0 abstaining

Finance Committee: Commissioner Atwood moved and Commissioner Hoer seconded a motion to create a standing Finance Committee consisting of three members and to authorize the Chair to make appointments to the Committee.

F. Pheeny noted that she'd like to see a stronger Finance Committee to provide the financial forecasting and planning that is necessary for the agency's success.

16-013 Voted 8 in favor; 0 opposed; 0 abstaining

*L. Brown agreed to serve on the Finance Committee.* F. Pheeny suggested S. Cottrell to serve on the Committee. J. Banks appointed them to the Committee pending confirmation that S. Cottrell is willing to serve.

4. OTHER BUSINESS

None.

5. REPORTS

F. Pheeny briefly reviewed the staff reports as distributed prior to the meeting.

6. DOCUMENTS USED

- Minutes of the regular meeting held 12/07/2015
- AP Warrant 12/2015
- Staff report dated 12/28/2015
- Job Description for Director of Finance

- HCEC contract between HRA and DHCD (07/01/2015 through 06/30/2016)
- Addendum #1 to the SubGrantee Agreement between the Town of Shelburne and Franklin County Regional Housing and Redevelopment Authority for Housing Rehabilitation Services made October 2014.
- Request for Information - Net Metering Agreements
- DHCD Public Housing Notice 2015-01
- HRA Overall Agency profit and loss statement updated 01/04/2016

7. ADJOURNMENT

There being no further business, Commissioner Banks adjourned the meeting at 7:01 P.M.

*The next regular meeting of the HRA Board of Commissioners is scheduled for February 1, 2016 at 6 P.M. at the Greenfield Savings Bank located at 282 Avenue A, Turners Falls, MA 01376.*

Respectfully submitted,

Frances Pheeny, Secretary ex officio