

From a management standpoint, nothing has changed since last year; the change is in what liabilities HRA must now recognize.

He then pointed out HRA's other substantial liability, post-employment health insurance for retirees. In coming years, a new GASB standard will require that HRA reflect that entire liability as well. Both this liability and HRA's portion of unfunded pension liability are substantial, but they are not new liabilities for the agency. M. Guyder suggested that to get an understanding of what HRA's current resources are, those long-term liabilities (which total approximately \$2.2 million) be added back into the Unrestricted Net Position figure. In reality, spendable assets for HRA are around \$2 million, which is reflected by the unrestricted cash balance of \$1.5 million and significant receivables.

Finally, M. Guyder followed up on previous year management letter comments. The audit firm noted significant improvement on the items that had been issues in previous years, so those items are considered closed.

The board thanked Mike Guyder and Lauren Kelley.

HCV Administrative Plan Revision: Commissioner Parkin moved and Commissioner Atwood seconded a motion to approve the October 2015 & May 2016 editions of the Nan McKay model administrative plan Chapters 1-8, 10-13, 16 & 17 as revised.

F. Pheeny introduced Katelyn Reardon, the Director of Leased Housing. K. Reardon explained that the Administrative Plan sets out how HRA follows the regulations that HUD sends out for the Housing Choice Voucher Program. These regulations are updated a few times a year, and the company that HRA uses to write its admin plan also puts out yearly updates.

She reviewed a few examples of the changes this year. For example, the Earned Income Disallowance program, for disabled people who are returning to work, will allow someone to exclude all income from their first year back at work, and 50% of that income the year after. Previously the program could span 48 months, but HUD regulations have changed to allow it to span just 24 months. Other examples of changes have to do with how often HRA must verify household assets, and how much time a household has to provide a SSN for a child under 6 if that child joins the household prior to their voucher being issued.

J. Atwood asked how tenants would be informed. K. Reardon explained that HRA has a tenant advisory board, which will meet in July to talk about these changes. F. Pheeny added that households that are impacted by policy changes get direct notifications as well.

16-055 Voted 6 in favor; 0 opposed; 0 abstaining

AP Warrant: Vote deferred until July meeting to allow the board time to review the AP warrant for May.

Operating Budget Expense Allocation Plan: Commissioner Parkin moved and Commissioner Prest seconded a motion to approve and accept the FY16 and FY17 Operating Budget Expense Allocation Plan, and to submit the Plan to DHCD as per the May 6, 2016 request from Associate Director Sarah Glassman.

No discussion.

16-056 Voted 6 in favor; 0 opposed; 0 abstaining

Lease Renewal: Commissioner Parkin moved and Commissioner Atwood seconded a motion to authorize the renewal of two lease agreements between Franklin County Regional Housing and Redevelopment Authority (tenant) and Rural Development, Inc. (landlord) for the Community Development office (\$821.73 per month) and the garage/storage space (\$10.93 per month) for a term to commence on June 1, 2016 and expire on May 31, 2017.

F. Pheeny explained that the leased space is for the CD office and first floor (Fiscal/Asset Management).

16-057 Voted 6 in favor; 0 opposed; 0 abstaining

Chief Procurement Officer: Commissioner Parkin moved and Commissioner Atwood seconded a motion to appoint the Finance Director as the Chief Procurement Officer of the Franklin County Regional Housing & Redevelopment Authority, effective May 27, 2016.

F. Pheeny explained that the Office of the Inspector General has notified HRA that it should appoint a position as CPO, not an individual. When HRA notifies that office of the appointment, HRA will also note that no one in the Fiscal department has check-writing or check-signing authority. She is comfortable, therefore, appointing the Finance Director as CPO. The current Finance Director, Catherine Wolkowicz, already has her certification and whoever is hired to assist her will become certified within 18 months.

16-058 Voted 6 in favor; 0 opposed; 0 abstaining

The Board agreed to consider the assignment of mortgages next, out of consideration to their guest, MJ Adams.

Assignment of Mortgages: Commissioner Parkin moved and Commissioner Atwood seconded a motion to allow the changing of assignment of 76 housing rehabilitation loans from the Franklin Regional Housing & Redevelopment Authority to the Town of Greenfield (list attached).

F. Pheeny explained that in a 2012 audit, the Town of Greenfield was told by their auditor that the outstanding housing rehabilitation loans should be assigned to the Town, although when the loans were made they had been assigned to HRA. Practice has been and continues to be that housing rehabilitation loans in all towns are assigned to HRA. Greenfield would like the loans in their town to be reassigned, however, so the CD Department has identified 76 outstanding loans and put the paperwork together to reassign them.

16-059 Voted 6 in favor; 0 opposed; 0 abstaining

Business Online Agreement: Commissioner Prest moved and Commissioner Parkin seconded a motion to approve the following resolution to authorize the Franklin County Regional Housing and Redevelopment Authority ("Customer") to use the Business Online services offered by Greenfield Savings Bank ("Bank") for the following accounts: General Fund, State Savings Account, Federal Savings Account, Federal Checking Account, Passbook CD Account.

IT IS RESOLVED THAT:

- 1) That Frances Pheeny is hereby authorized to execute on behalf of Customer the Greenfield Savings Bank Business Online Agreement ("Agreement") And Application with respect to such Agreement (the "Application) and thereby to bind the Customer to said Agreement, as

amended from time to time for the purpose of enabling representatives of Customer to use such service modules as are elected to be used by Customer in the Agreement.

- 2) That Customer hereby elects to use Bank's Business Online services in accordance with and subject to the terms and conditions of the Agreement and the Application.
- 3) That Catherine Wolkowicz is hereby authorized on behalf of Customer to be the Administrator of the Agreement and said person is authorized to determine who will have access to the service modules of the Agreement and to act as an authorized user on such account. That said administrator is hereby authorized to set and change the authorized users from time to time; to change the access limits (if allowed by the Bank) and rights of the various authorized users; and to terminate the authority of any authorized user with respect to the said Agreement.
- 4) That the foregoing resolutions shall remain in full force and effect and the authority given herein to said person(s) shall remain irrevocable as far as Bank is concerned until one day after Bank is notified in writing of the revocation of such authority and the receipt of such notice shall not affect any action taken by Bank prior thereto; and
- 5) That this authorization supersedes any resolution, signature card or other document currently on file with Bank and respect to Customer's use of online banking services provided by Bank. This resolution does not pertain to the general deposit resolutions adopted from time to time by Customer and given to Bank. Those resolutions remain in full force and effect with respect to everything other than on line banking services.
- 6) That Company hereby releases waives and forever discharges Bank, and their respective directors, officers, agents, employees, successors and assigns (collectively the "Bank") from any and all liability, claims, damages, causes of action, judgements and/or losses that directly or indirectly relates to the Company's use of Bank's Business Online services or to the Agreement.

F. Pheeny explained that this resolution will allow HRA to use online services now offered by Greenfield Savings Bank. HRA will now be able to use not only the basic online services, but to pay bills online, which will hopefully alleviate some of the workload for Fiscal staff. The resolution allows C. Wolkowicz to use these services and to be the administrator of the accounts. Moving to online bill pay through Greenfield Savings Bank will also afford more safety and control than using Eversource's online system would. J. Atwood asked whether AP would remain the same, and F. Pheeny confirmed that it would.

16-060 Voted 6 in favor; 0 opposed; 0 abstaining

Certificate of Final Completion: Commissioner Parkin moved and Commissioner Cottrell seconded a motion to authorize the Executive Director, as Contract Officer, to issue a certificate of final completion effective April 28, 2016 to Patrick Kaltner Construction for the Oaklawn Window Replacement Project and to approve final payment of \$11,250.00.

F. Pheeny reported that the window replacement at the Orange property had gone well and quickly.

16-061 Voted 6 in favor; 0 opposed; 0 abstaining

Capital Improvements Contract (Trombe Wall): Commissioner Atwood moved and Commissioner Prest seconded a motion to authorize the Executive Director, as Contract Officer, to execute a contract by and between the Franklin County Regional Housing and Redevelopment Authority and A-One Building

Company LLC in an amount not to exceed \$41,623 for the Bernardston trombe wall project (Project #358087).

F. Pheeny explained that the passive solar wall on the buildings failed, but has become a hazard and needs to be removed.

16-062 Voted 6 in favor; 0 opposed; 0 abstaining

Capital Improvements Contract (Appliance Replacement): Commissioner Parkin moved and Commissioner Atwood seconded a motion to authorize the Executive Director, as Contract Officer, to execute a contract by and between the Franklin County Regional Housing and Redevelopment Authority and Sommer Electric, Inc. in an amount not to exceed \$29,800 for appliance replacement at Stratton Manor and Squakheag Village (Project #358088).

16-063 Voted 6 in favor; 0 opposed; 0 abstaining

Capital Improvements Contract (Boiler Replacement): Commissioner Parkin moved and Commissioner Atwood seconded a motion to authorize the Executive Director, as Contract Officer, to execute a contract by and between the Franklin County Regional Housing and Redevelopment Authority and Atlantic Power Services, Inc. in an amount not to exceed \$29,483 for boiler replacement at properties in Bernardston and Orange (Project #358091).

F. Pheeny informed the board that although these boilers did not fail this past winter, staff does spend a lot of time keeping them running. The replacement will be covered by formula funding, and this is the right time of year to replace them, before it becomes an emergency.

16-064 Voted 6 in favor; 0 opposed; 0 abstaining

Sick Time Bank: Commissioner Parkin moved and Commissioner Atwood seconded a motion to create a sick time bank to allow employees to donate a total of up to 300 hours of sick time to a specific employee in good standing, provided that (1) the employee must first use any vacation, sick and compensatory time he/she has accumulated and (2) after exhausting his/her own accrued time, the employee may use donated sick time in accordance with HRA's personnel policy to cover his/her regular working hours of 37.5 hours per week, and (3) employees with between 150 to 450 hours of accrued sick time may donate up to 20 percent of their accrued time.

F. Pheeny informed the board that HRA does not have short term disability insurance and has historically allowed this type of donation. Employees must be out for more than 90 days to qualify for long term disability, but for an employee to be without a paycheck for that time can be devastating. An employee currently needs to be out for an extended period of time, so the board is being asked to reactivate this bank.

J. Banks added that the Personnel Committee had some conversation about this. The Committee authorized F. Pheeny to go ahead with the sick time bank but wanted to bring it to the full board, since the personnel policy as currently written does require board approval.

16-065 Voted 6 in favor; 0 opposed; 0 abstaining

3. OTHER BUSINESS

Board member contact information

No board member contact information had changed.

FY19 formula funding award

F. Pheeny presented the notice of FY19 formula funding. HRA does not have the contract yet.

Public Housing Notice 2016-13

This notice reiterates that DHCD will be beginning board member training and requests that all contact information be up-to-date.

Public Housing Notice 2016-14

F. Pheeny explained that this is the memo about the RCAT program. The full RCAT memo was not included in the meeting materials because it was 200 pages long. She has asked Commissioner Cottrell to consider running for the RCAT advisory board, a nine-member board that will work with the regional team. Each participating housing authority can have a board member run for a seat on that board. Trainings are already scheduled for advisory board members.

Public Housing Notice 2016-15

F. Pheeny explained that all of HRA's public housing is insured through DHCD, and that this notice explains updates to contact people and claim submission processes.

4. REPORTS

F. Pheeny noted that the Franklin County Retirement Board has decided to increase the Cost of Living Adjustment level for retirees, and that she expects the Retirement Board will continue to increase it.

She then updated the board about the meeting that she and Catherine Wolkowicz had with Sarah Glassman and her staff at DHCD. HRA has been granted an extension, to the end of August, for submitting the report on cost allocations in the budget. Due to the current setup of HRA's financial systems, it will take the agency some time to generate the requested report. A HAB training is already scheduled, and the hope is that HAB will be able to help the various department systems communicate more effectively. Otherwise, HRA will need to obtain a software system designed for finance departments (as HAB is designed primarily to support Section 8 programs). C. Wolkowicz is reaching out to other housing authorities to find out what financial systems they use.

F. Pheeny informed the board that the vendor that had been selected for a solar net metering contract has withdrawn. They could not get approval to use the land where they had planned to put their solar farm. HRA will redo the RFP and find another vendor.

5. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

F. Pheeny explained that the office air conditioner broke late last week, and asked the board to approve the use of \$5,000 from reserves to replace the air conditioner. She noted that the current system is 32 years old.

Commissioner Banks moved and Commissioner Parkin seconded a motion to authorize the use of up to \$5,000 from HRA reserves to replace the office air conditioning system.

16-066 Voted 6 in favor; 0 opposed; 0 abstaining

6. DOCUMENTS USED

- Minutes of the regular meeting held 05-02-2016
- Draft of HRA audited financial statements for FY15
- Revised HCV Administrative Plan chapters 1-8, 10-13, 16 & 17
- Letter to Board of Commissioners from Sarah Glassman dated May 6, 2016, requesting written plan detailing expense allocations for FY16 and FY17 operating budgets
- Letter to RDI Board of Directors from HRA Board of Commissioners re: renewal of leases
- Letter to Frances Pheeny from Mayor William Martin dated April 14, 2016 requesting reassignment of Greenfield mortgages
- List of 76 outstanding Greenfield mortgages
- Certificate of Final Completion for 705-3 Oaklawn Window Replacement
- Bid results for trombe wall project, #358087
- Bid results & contract for appliance replacement project, #358088
- Bid results for boiler replacement project, #358091
- FY19 Formula Funding award letter
- PHN 2016-13
- PHN 2016-14
- PHN 2016-15
- Staff report dated 06-06-2016

7. ADJOURNMENT

There being no further business, Commissioner Banks adjourned the meeting at 7:11 P.M.

The next regular meeting of the HRA Board of Commissioners is scheduled for July 11, 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