

Performance Review: Commissioner Atwood moved and Commissioner Cottrell seconded a motion to accept the Executive Director Performance Review as prepared by the Personnel Committee and to include that report in Fran Pheeny's personnel file.

The board agreed that the review was sound.

16-068 Voted 7 in favor; 0 opposed; 0 abstaining

Third Sector Contract: Commissioner Tuttle moved and Commissioner Hoer seconded a motion to approve the Scope of Services with Third Sector New England and to authorize the Executive Director, as Contracting Officer, to execute a contract by and between HRA and Third Sector New England in an amount not to exceed \$5,800.

Funding for this contract will be drawn from reserves.

16-069 Voted 7 in favor; 0 opposed; 0 abstaining

AP Warrant: Commissioner Hoer moved and Commissioner Cottrell seconded a motion to approve the accounts payable warrant for May 2016 and for June 2016.

The board briefly discussed the "Cardmember services" line item for credit card purchases. The Treasurer reviews those purchases in detail.

16-070 Voted 5 in favor; 2 opposed (J. Tuttle, B. Parkin); 0 abstaining

FY15 Audit: Commissioner Tuttle moved and Commissioner Brown seconded a motion to accept the HRA audit prepared by Guyder Hurley PC for fiscal year 2015 as written and without comment.

The audit was presented in detail at the last meeting.

16-071 Voted 7 in favor; 0 opposed; 0 abstaining

Subcontract Agreement for Services: Commissioner Cottrell moved and Commissioner Tuttle seconded a motion to authorize the Executive Director, as Contracting Officer, to execute a subcontract agreement for services by and between HRA and HAP, Inc. for provision of foreclosure prevention services, effective as of January 1, 2016 and expiring December 30, 2016, in an amount not to exceed \$15,000.00.

F. Pheeny explained that HRA supported a grant application by HAP, Inc. for housing counseling services, which has been awarded. Part of the grant awarded to HAP will be to fund salaries for HRA's counseling staff. The hope is that this funding source will be available annually.

16-072 Voted 7 in favor; 0 opposed; 0 abstaining

CFA Amendment #6: Commissioner Hoer moved and Commissioner Brown seconded a motion to authorize the Chair to execute a Standard Contract Amendment Form between the Commonwealth of Massachusetts and the Franklin County Regional Housing and Redevelopment Authority to increase the value of the original contract for financial assistance 5001 to provide additional funding in the amount of \$142,558.00 (maximum obligation of \$1,178,631.00) to the formula funding master CFA for fiscal year 2019 –all developments – for the preservation and modernization of state-supported public housing and

public housing compliance reserve award (asbestos removal related to trombe wall project) as specified in the Contract for Capital Improvement Work Plan/Approved Budget (Exhibit 1) and Timetable for Completion of the Work (Exhibit 2).

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of the FCRHRA under its corporate seal, and the Secretary is hereby authorized to attest to the same.

Section 2. The Authority hereby requests the Director of the Dept. of Housing and Community Development (Commissioner of the Department of Community Affairs) to enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of this Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and things required of the Authority to perform fully all of its obligation there under.

Section 4. This resolution shall take effect immediately

F. Pheeny explained that HRA has received additional formula funding from the state and that this motion will amend the CFA contract to reflect that. These funds need to be spent within three years, and the agency is on track to do so.

16-073 Voted 7 in favor; 0 opposed; 0 abstaining

Job Description: Commissioner Hoer moved and Commissioner Atwood seconded a motion to approve the job description for Finance and Personnel Coordinator as prepared.

F. Pheeny explained that the Admin Coordinator position has been significantly revised. This position will focus on HR and procurement, and report to the Director of Finance.

16-074 Voted 7 in favor; 0 opposed; 0 abstaining

Agreement for Services (Tracker Systems, Inc.): Commissioner Hoer moved and Commissioner Parkin seconded a motion to authorize the Executive Director, as Contracting Officer, to execute an agreement for services by and between HRA and Tracker Systems, Inc. for a period of twelve (12) consecutive months beginning July 1, 2016 for maintenance services for Housing Tracker Software.

F. Pheeny explained that this contract must be signed in order to have service for the software that two state contracts (HomeBASE and RAFT) require HRA to use. The agreement references an earlier contract because the software was initially planned to be used for one year, but as the state renews its contract with the software company, so must HRA. She is asking the state to release HRA from the requirement to use this software.

16-075 Voted 7 in favor; 0 opposed; 0 abstaining

Open Bank Accounts: Commissioner Tuttle moved and Commissioner Cottrell seconded a motion to approve the following resolution to authorize the Franklin County Regional Housing and Redevelopment Authority (the "Entity") to open certain bank accounts related to the administration of FY15 CDBG programs at Greenfield Cooperative Bank, and that the authorized signers for accounts at Greenfield

Cooperative Bank are Jane Banks, Chair, Leslie Brown, Treasurer, and Frances Pheeny, Executive Director:

RESOLVED, that the aforementioned Bank is hereby designated as a depository of this Entity and that a deposit account may be opened and maintained in the name of this Entity with said Bank.

FURTHER RESOLVED, that any of the following signers of this Entity signing singly, jointly, or as otherwise specified herein is/are hereby authorized, on behalf of this Entity and its name; to sign checks, drafts, notes, bills of exchange, acceptances, or other orders for payment of money from said account; to endorse checks, notes bills, certificates of deposit, or other instruments, owned, or held by this Entity, for deposit into said account, or for collection or discount by said Bank; to accept drafts, acceptances or other instruments payable at said Bank; to waive demand, protest, and notice of protest, or dishonor of any check, note, bill, draft, or other instrument made, drawn, or endorsed by this Entity; and to execute agreements pertaining to the use of the Bank's night depository services.

FURTHER RESOLVED, that any of the following signers of this Entity signing singly, jointly, or as otherwise specified herein is/are hereby authorized, on behalf of this Entity and its name; to apply for online banking, acting in agreement with and abiding by the said Bank's online banking procedures, policies and regulations; this Entity's online banking service may be cancelled at any time as determined by said Bank.

FURTHER RESOLVED, that said Bank is hereby authorized to honor, receive, certify, or pay instruments signed in accordance with the foregoing resolution even though drawn or endorsed to the order of any person signing the same or tendered for cashing, or in payment of the individual obligation of such person, or for deposit to his/her personal account; and that said Bank shall not be required, or be under any obligation to inquire as to the circumstances of the issuance, or use of any instrument signed in accordance with the foregoing resolution, or the application, or disposition of such instrument, or the proceeds thereof.

FURTHER RESOLVED, that said Bank is hereby authorized to transfer funds by written request from the authorized signers specified herein, without injury as to the recipient of such funds, until duly notified in writing of a resolution to the contrary from this Entity.

FURTHER RESOLVED, that the Secretary, General Partner, or any other authorized person of this Entity shall certify to said Bank the names of the present and future qualified signers of this Entity and shall notify said Bank of any changes in the personnel; immediately certify such changes to said Bank, and shall be indemnified from any claims, demands, expenses, loss or damage resulting from, or growing out of, honoring the signature of any person so certified or refusing to honor any signature not so certified.

FURTHER RESOLVED, that the foregoing authority shall remain in full force and effect until written notice of amendment or rescission has been received by said Bank, and that receipt of such notice shall not affect any action taken by the Bank prior thereto.

FURTHER RESOLVED, the authorized signers on this resolution form have been duly appointed to hold office until their respective successors are chosen and empowered to act for and on behalf of its business within the authority described in the resolution herein certified to said Bank.

F. Pheeny explained that separate accounts need to be set up for the FY15 CDBG programs. The agency began using Greenfield Co-op for CDBG accounts, rather than Greenfield Savings Bank, many years ago and this year is just continuing that practice.

16-076 Voted 7 in favor; 0 opposed; 0 abstaining

Amendment to HomeSafe Services Agreement: Commissioner Cottrell moved and Commissioner Atwood seconded a motion to authorize the Executive Director to execute the Third Amendment to the SoftSecond Loan Program HomeSafe Services Agreement dated as of May 1, 2011 (as amended) by and between HRA and the Massachusetts Housing Partnership (MHP) to extend the term of the Agreement through December 31, 2017.

F. Pheeny explained that HRA has received this funding for several years, to offer counseling to homeowners who have soft second loans and are at risk of default. MHP reimburses HRA for those services.

16-077 Voted 7 in favor; 0 opposed; 0 abstaining

HCV Annual Plan: Commissioner Cottrell moved and Commissioner Tuttle seconded a motion to approve submission to HUD of the HRA annual plan for the Housing Choice Voucher program and to authorize the Chair or Vice Chair to execute the Certifications of Compliance with PHA Plans and Related Regulations.

No discussion.

16-078 Voted 7 in favor; 0 opposed; 0 abstaining

HCV Administrative Plan revision: Commissioner Hoer moved and Commissioner Tuttle seconded a motion to revise Chapter 3, Section I.L. of the HRA Housing Choice Voucher Program Administrative Plan to remove foster children from the foster family household if both the foster family and original family are receiving federal housing assistance, effective July 11, 2016.

HUD has changed its regulations regarding foster children to avoid scenarios where two households might receive benefits for the same child.

16-079 Voted 7 in favor; 0 opposed; 0 abstaining

FY17 HomeBASE Contract: Commissioner Hoer moved and Commissioner Cottrell seconded a motion to authorize the Chair or Vice Chair to execute a contract with DHCD for the operation of the HomeBASE program in Franklin County from July 1, 2016 to June 30, 2017, and to authorize the Executive Director to execute the Signatory Agreement to Advanced Funding.

Although only one family remains in the motels, HRA will receive level funding this year. Staff continues to spend significant time moving people from shelters to permanent housing.

16-080 Voted 7 in favor; 0 opposed; 0 abstaining

FY17 RAFT Contract: Commissioner Hoer moved and Commissioner Parkin seconded a motion to authorize the Chair or Vice Chair to execute a contract with DHCD for the operation of the RAFT program in Franklin County from July 1, 2016 to June 30, 2017, and to authorize the Executive Director to execute the Signatory Agreement to Advanced Funding.

F. Pheeny added that this contract will fund the HCEC Assistant position and part of the Housing Counselor position.

16-081 Voted 7 in favor; 0 opposed; 0 abstaining

Certificate of Final Completion: Commissioner Hoer moved and Commissioner Parkin seconded a motion to authorize the Executive Director, as Contracting Officer, to issue a certificate of final completion effective June 23, 2016 to LaRoche Construction Co. for the Northfield Family Roof Replacement Project (#358089) and to approve final payment of \$12,775.00.

No discussion.

16-082 Voted 7 in favor; 0 opposed; 0 abstaining

Nomination to RCAT Advisory Board: Commissioner Hoer moved and Commissioner Atwood seconded a motion to nominate Commissioner Cottrell for election to the West-Central Region RCAT Advisory Board.

F. Pheeny explained that each regional board will consist of nine members. SHA is also planning to nominate a commissioner. Each board may nominate one commissioner and one tenant representative. The tenant representative for HRA does not wish to run. DHCD will be sending further instructions as to how the vote will be run, once all nominations have been received.

16-083 Voted 7 in favor; 0 opposed; 0 abstaining

4. OTHER BUSINESS

Public Housing Notice 2016-19

F. Pheeny presented the notice explaining nomination to the RCAT Advisory Board. HRA will submit its nominations by August 1st, as per the deadline.

Public Housing Notice 2016-20

F. Pheeny presented the notice regarding RCAT training for board members. All Executive Directors will attend their regional training, and as many board members as are able. Commissioners Banks and Atwood plan to attend; Commissioner Brown may also attend.

RAFT program memo

F. Pheeny explained that DHCD has notified the agency that although there is a contract, each agency's allocation has not yet been finalized. HRA has not yet received the final figure.

Resignation of Sara Cummings

Commissioner Banks shared that Sara Cummings has resigned from the board. F. Pheeny asked the commissioners to let her know of anyone who might be a good replacement. Except for governor's appointees, no two board members may be from the same towns.

5. STAFF REPORTS

F. Pheeny shared the staff reports. She highlighted that RDI has completed the exit of MHIC from the tax credit deal for Crocker Cutlery, which has saved RDI \$5,000 off that fee. The next step is to look at refinancing options for the property.

Both CDBG applications that HRA completed, for Montague and for the Bernardston Regional grant, were funded. In Montague, that grant will fund lighting and infrastructure improvements, housing rehab, and social services; the regional grant will fund housing rehab and social services. The towns already have a housing rehab program running, but the grant will add funding to that. HRA did not submit the Shelburne Three-Town application, but that was also funded and HRA will be providing the housing rehab services there as well. The staff did tremendous work: HRA's two applications received the highest scores in the state. The contracts themselves still need to come in; hopefully they will arrive in July.

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

None

7. DOCUMENTS USED

- Minutes of the regular meeting held 06-06-2016
- 6-month Performance Review Plan of Executive Director
- Scope of Services from Third Sector New England
- AP Warrant for May 2016 and June 2016
- Subcontract Agreement for Services regarding DOB funding by and between HRA and HAP, Inc.
- CFA Amendment #6 and notification letters from DHCD
- Job description: Finance and Personnel Coordinator
- Agreement for Services by and between HRA and Tracker Systems, Inc.
- Certified Copy of Corporate Resolutions for Opening and Maintaining Deposit Accounts
- Third Amendment to SoftSecond Loan Program HomeSafe Services Agreement and 2011 HomeSafe Services Agreement
- Certifications of Compliance with PHA Plans and Related Regulations
- Streamlined Annual PHA Plan
- Revised section of HCV Admin Plan
- FY17 HomeBASE contract
- FY17 RAFT contract (not in materials packet, added at meeting)
- Certificate of Final Completion for Project 705-2, Northfield Family Roof
- PHN 2016-19
- PHN 2016-20
- Resignation letter from Sara Cummings
- Staff report dated 07-05-2016

8. ADJOURNMENT

There being no further business, Commissioner Banks adjourned the meeting at 6:31 P.M. *The next regular meeting of the HRA Board of Commissioners is scheduled for August 1, 2016 at 6 P.M. at the Stratton Manor community room located at 20 Hartwell Street, Bernardston, MA 01337.*

Respectfully submitted,

Frances Pheeny, Secretary ex officio