



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

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MINUTES
REGULAR MEETING – September 12, 2016

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on September 12, 2016 at 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	B. Parkin	D. Prest	J. Tuttle
Commissioners Absent:	S. Cottrell	L. Hoer		
Staff Present:	J. Day	F. Pheeny	M. Taft-Ferguson	
Guests:	None			

2. EXECUTIVE DIRECTOR'S REPORT

F. Pheeny informed the board that Accounting Management Services (AMS) had been on-site in the office for three weeks and have been incredibly helpful. She noted that their work on the chart of accounts has already made a difference in being able to access information. She explained that two AMS consultants are working with HRA: Raul Jacoby, who is acting as interim Director of Finance, and Stephanie O'Leary, who has performed a Rapid Diagnostic of the Fiscal department. Once AMS provides that report, F. Pheeny will share it with the board. She noted that depending on the recommendations made, she may ask the board to meet again this month. She also informed the board that the Staff Accountant has resigned; a search has already been opened for that position and there is a strong candidate.

Next, F. Pheeny discussed the recently announced major changes to the CDBG program. She highlighted some of the most dramatic changes. A community may now only apply for one program (infrastructure/public improvement, housing rehab, social services, etc.) at a time, whereas the practice for Franklin County towns has been to apply for two or three in the same application. If a community is funded, it may not apply the next year. DHCD is also planning to change the methodology for calculating the Community Wide Needs Score (CWNS), but those new scores are not expected until early October. DHCD also announced at a hearing last week that the changes will go into effect October 1, 2016. She noted that the timing of the announcement has not allowed HRA time to consult with the communities it serves.

F. Pheeny outlined the possible consequences of these changes for HRA. Normally, HRA would expect to submit several applications on behalf of towns in February 2017; this year it may not submit any. Certain communities have already been taken out of the next round because they received funding this year, even if they were the non-lead communities in a regional grant.

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

Equal Housing Opportunity

F. Pheeny has reached out to the local state legislators. The delegation has been supportive and will be reaching out to DHCD. She encouraged any board member who wished to write to DHCD to do so. These changes will have an impact on social services programs, such as supplemental fuel assistance, Meals on Wheels, and Montague Catholic Social Ministries, for example. She also noted that there is no viable way to replace CDBG funding. The board briefly returned to discussion of staffing in the Fiscal department.

3. ACTIONS

Minutes: Commissioner Tuttle moved and Commissioner Parkin seconded a motion to approve the minutes of the August 1, 2016 regular meeting of the Board as prepared.

No discussion.

16-097 Voted 6 in favor; 0 opposed; 1 abstaining (J. Tuttle)

Minutes: Commissioner Tuttle moved and Commissioner Parkin seconded a motion to approve the minutes of the August 16, 2016 special meeting of the Board as prepared.

No discussion.

16-098 Voted 6 in favor; 0 opposed; 1 abstaining (J. Tuttle)

AP Warrant: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the accounts payable warrant for August 2016.

No discussion.

16-099 Voted 5 in favor; 2 opposed (J. Tuttle, B. Parkin); 0 abstaining

HUD Housing Counseling Sub-Grant Agreement: Commissioner Tuttle 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.

F. Pheeny explained that the original intention had been for the counseling agreement to be made with RDI, not HRA, for fundraising reasons. However, HUD was not comfortable making that change, so the agreement will be with HRA.

16-100 Voted 7 in favor; 0 opposed; 0 abstaining

Lead Certification: Commissioner Atwood moved and Commissioner Tuttle seconded a motion to approve the execution by the HRA Board of Commissioners of the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws for state-aided public housing.

No discussion.

16-101 Voted 7 in favor; 0 opposed; 0 abstaining

Change Order #1 (Project 358074): Commissioner Atwood moved and Commissioner Prest seconded a motion to authorize the Executive Director to execute Change Order #1 to the contract with Diversified Construction Services, LLC in connection with the West River Street Public Housing Modernization Project increasing the maximum obligation under that contract by \$877.45 for a total maximum obligation of \$130,302.45.

F. Pheeny explained that this relates to the West River Street improvement project, which is now complete. She noted that the Athol Daily News ran a story about the project as well.

16-102 Voted 7 in favor; 0 opposed; 0 abstaining

Change Order #2 (Project 358074): Commissioner Tuttle moved and Commissioner Atwood seconded a motion to authorize the Executive Director to execute Change Order #2 to the contract with Diversified Construction Services, LLC in connection with the West River Street Public Housing Modernization Project increasing the maximum obligation under that contract by \$1,274.98 for a total maximum obligation of \$131,577.43.

No additional discussion.

16-103 Voted 7 in favor; 0 opposed; 0 abstaining

Certificate of Final Completion: Commissioner Tuttle moved and Commissioner Atwood seconded a motion to authorize the Executive Director, as Contract Officer, to issue a certificate of final completion to Diversified Construction, LLC for the West River Street Public Housing Modernization Project and to approve final payment of \$7,790.10.

No additional discussion.

16-104 Voted 7 in favor; 0 opposed; 0 abstaining

Capital Improvement Plan: Commissioner Tuttle moved and Commissioner Brown seconded a motion to acknowledge the review of the primary capital improvement plan prepared by the Asset Management staff and to recommend its submission to DHCD for review and approval.

F. Pheeny explained that this plan is submitted annually to DHCD.

16-105 Voted 7 in favor; 0 opposed; 0 abstaining

Certificate of Substantial Completion: Commissioner Tuttle moved and Commissioner Parkin seconded a motion to authorize the Executive Director, as Contract Officer, to issue a certificate of substantial completion effective August 15, 2016 to Sommer Electric, Inc. for the 667-1/667-2 Appliance Replacement Project.

F. Pheeny informed the board that the project was finished and appliances installed.

16-106 Voted 7 in favor; 0 opposed; 0 abstaining

Certificate of Final Completion: Commissioner Prest moved and Commissioner Atwood seconded a motion to authorize the Executive Director, as Contract Officer, to issue a certificate of final completion

Sommer Electric, Inc. for the 667-1/667-2 Appliance Replacement Project and to approve final payment of \$29,800.00.

No additional discussion.

16-107 Voted 7 in favor; 0 opposed; 0 abstaining

Declare Surplus Inventory: Commissioner Tuttle moved and Commissioner Brown seconded a motion to declare as surplus property, from Stratton Manor 18 stoves, 2 cooktops, 2 ovens and from Squakheag Village 19 stoves, 1 cooktop, 1 oven (as per attached chart).

F. Pheeny explained that the equipment being disposed of was the appliances that have been replaced.

16-108 Voted 7 in favor; 0 opposed; 0 abstaining

Fair Market Rents: Commissioner Tuttle moved and Commissioner Prest seconded a motion to adopt revised Fair Market Rents for use in Franklin County according to the following schedule for use in the Housing Choice Voucher Program effective as of October 1, 2016:

<u>Franklin County</u>	FY 16	FY 17	Percentage changed
Efficiency	\$693	\$692	-.2%
1 bedroom	\$741	\$736	-.7%
2 bedroom	\$919	\$913	-.7%
3 bedroom	\$1,140	\$1,142	.1%
4 bedroom	\$1,375	\$1,331	-3.2%
5 bedroom	\$1,581	\$1,531	-3.2%

<u>Sunderland</u>	FY 16	FY 17	Percentage changed
Efficiency	\$633	\$701	10.7%
1 bedroom	\$803	\$844	5.1%
2 bedroom	\$1,001	\$1,057	5.6%
3 bedroom	\$1,242	\$1,322	6.4%
4 bedroom	\$1,461	\$1,568	7.3%
5 bedroom	\$1,680	\$1,803	7.3%

F. Pheeny noted that for Franklin County, the FMR has gone down for the second year in a row, whereas for Sunderland the figures have increased, in some cases substantially. On a national basis and in Western Mass, agencies are advocating changes to that methodology because it is detrimental for small communities. So far, landlords in Franklin County have been willing to work with these figures, but it

is becoming very difficult for tenants with Section 8 to use their vouchers. She noted that the MRVP program has even lower limits.

16-109 Voted 6 in favor; 0 opposed; 1 abstaining (S. Hamdan)

Payment Standards: Commissioner Tuttle moved and Commissioner Parkin seconded a motion to adopt revised Payment Standards for use in Franklin County according to the following schedule for use in the Housing Choice Voucher Program effective as of October 1, 2016:

<u>Franklin County</u>	FY 16 FMR	FY 16 PS	% of FMR	FY 17 FMR	Proposed FY 17 PS	% of FMR	FY16 VS FY17
Efficiency	\$693	\$678	97.8%	\$692.00	\$678.00	98.0%	\$0.00
1 bedroom	\$741	\$752	101.5%	\$736.00	\$752.00	102.2%	\$0.00
2 bedroom	\$919	\$952	103.6%	\$913.00	\$952.00	104.3%	\$0.00
3 bedroom	\$1,140	\$1,232	108.1%	\$1,142.00	\$1,232.00	107.9%	\$0.00
4 bedroom	\$1,375	\$1,493	108.6%	\$1,331.00	\$1,440.00	108.2%	-\$53.00
5 bedroom	\$1,581	\$1,717	108.6%	\$1,531.00	\$1,656.00	108.2%	-\$61.00

<u>Sunderland</u>	FY 16 FMR	FY 16 PS	% of FMR	FY 17 FMR	Proposed FY 17 PS	% of FMR	FY16 VS FY17
Efficiency	\$633	\$677	107.0%	\$701.00	\$701.00	100.0%	\$24.00
1 bedroom	\$803	\$812	101.1%	\$844.00	\$844.00	100.0%	\$32.00
2 bedroom	\$1,001	\$1,016	101.5%	\$1,057.00	\$1,057.00	100.0%	\$41.00
3 bedroom	\$1,242	\$1,269	102.2%	\$1,322.00	\$1,322.00	100.0%	\$53.00
4 bedroom	\$1,461	\$1,445	98.9%	\$1,568.00	\$1,568.00	100.0%	\$123.00
5 bedroom	\$1,680	\$1,662	98.9%	\$1,803.00	\$1,803.00	100.0%	\$141.00

16-110 Voted 6 in favor; 0 opposed; 1 abstaining (S. Hamdan)

Award a Contract (Paving Repairs): Commissioner Parkin moved and Commissioner Prest seconded a motion to award a contract to Clayton D. Davenport Trucking, Inc. in an amount not to exceed \$158,995.00 effective August 29, 2016 in connection with the paving repair project (#358090) at Stoughton Place, Gill and 30 and 50 Oaklawn Ave, Orange, and to authorize the Executive Director, as contracting officer, to execute a contract by and between HRA and Clayton D. Davenport Trucking, Inc.

F. Pheeny explained that both Stoughton Place and the Oaklawn properties are in need of re-paving. The project is large, but will be covered by formula funding.

16-111 Voted 7 in favor; 0 opposed; 0 abstaining

Bernardston FY16 Community 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 Bernardston for the administration of the Bernardston FY2016 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 these draft contracts are for the administrative services HRA will provide to run FY16 CDBG grants on behalf of Bernardston and Montague. The FY16 awards were made this past summer; the contracts between the Towns and DHCD are being finalized.

She also formally introduced Jenna Day, the Director of HCEC. Jenna Day will be acting on her behalf during medical leave, which is now scheduled to begin October 20th. F. Pheeny will be out for two weeks.

16-112 Voted 7 in favor; 0 opposed; 0 abstaining

Montague FY16 Community Development Block Grant: Commissioner Tuttle moved and Commissioner Brown 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 FY2016 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.

No further discussion.

16-113 Voted 7 in favor; 0 opposed; 0 abstaining

Shelburne FY16 Sub-Grantee Agreement: Commissioner Parkin moved and Commissioner Atwood seconded a motion to authorize the Chair or Executive Director to execute a Sub-Grantee agreement between Franklin County Regional Housing & Redevelopment Authority and the Town of Shelburne for the administration and implementation of the FY16 Shelburne-Buckland-Colrain Housing Rehabilitation program; and to authorize the Executive Director to execute any and all contracts related to fulfilling HR's administrative and/or contractual responsibilities for the program.

F. Pheeny noted that this agreement is different from the prior two. HRA only administers the Housing Rehabilitation program for Shelburne, not the whole grant.

16-114 Voted 7 in favor; 0 opposed; 0 abstaining

Business Online Agreement amendment: Commissioner Prest moved and Commissioner Atwood seconded a motion to approve the following resolution to authorize the Franklin County Regional Housing and Redevelopment Authority ("Customer") to amend its agreement 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 Leslie Brown 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 Frances Pheeny 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 the purpose of the new agreement is to remove Catherine Wolkowicz as Administrator for the online banking system with Greenfield Savings Bank. The Administrator will now be Fran Pheeny, and the authorizing agent will be Leslie Brown.

16-115 Voted 6 in favor; 0 opposed; 1 abstaining (L. Brown)

Job Description (Director of Finance): Commissioner Tuttle moved and Commissioner Parkin seconded a motion to approve the job description for Director of Finance as prepared.

F. Pheeny explained that she worked with Raul Jacoby of AMS to review the job description. Ultimately the only change made was to the education requirements: instead of requiring a Masters degree or CPA, a four-year degree is acceptable and the years of experience required have been increased from five to seven.

16-116 Voted 6 in favor; 0 opposed; 1 abstaining (J. Tuttle)

Job Description (Staff Accountant): Commissioner Atwood moved and Commissioner Parkin seconded a motion to approve the job description for Staff Accountant as prepared.

F. Pheeny explained that this job description has been completely rewritten, primarily by the person currently in the position. F. Pheeny explained that because of the volume of work caused by the complexity of the organization(s), AMS will be recommending that HRA hire a full-time bookkeeper.

16-117 Voted 7 in favor; 0 opposed; 0 abstaining

Executive Search Service: Commissioner Prest moved and Commissioner Parkin seconded a motion to authorize the Executive Director, as contracting officer, to retain executive search services from United Personnel Services for a fee not to exceed 18% of first year annual salary if and only if HRA hires a candidate referred by United Personnel Services for the Director of Finance position, and to execute a Direct Hire Agreement with United Personnel Services.

F. Pheeny explained that after consulting with AMS and others, she recommends using an executive search service to find a new Director of Finance. When HRA was hiring for the position last year it received very few applications from qualified candidates. Other agencies in the region, such as HAP, which hired a Director of Finance this year, have all used search firms. Of the several firms that F. Pheeny reached out to, also including AMS, United Personnel offered the best price at only 18% of the first year annual salary. The Board felt that 18% remained high and asked that F. Pheeny attempt to negotiate the rate down, as well as adjust the agreement so that HRA will be involved in salary negotiation.

16-118 Voted 7 in favor; 0 opposed; 0 abstaining

CORI: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the revisions of Appendix B of HRA's CORI Policy, adding Kimberly Mosio and Robert Bashaw, amending authorization for Katelyn Reardon, and removing Pam Parmakian and Matthew Leger-Small.

F. Pheeny explained Robert Bashaw, as the new HR person, will need access to check prospective employees' CORIs.. The other changes are to add a new staff person from Leased Housing and to remove staff that no longer need access.

16-119 Voted 7 in favor; 0 opposed; 0 abstaining

Nominating Committee: Commissioner Atwood moved and Commissioner Parkin seconded a motion to authorize the Chair to appoint a nominating committee for officers for FY 17 and to report to the Board at the October meeting.

Commissioners Atwood and Parkin volunteered to serve on the committee.

16-120 Voted 7 in favor; 0 opposed; 0 abstaining

4. OTHER BUSINESS

Board member contact information
No board member contact information had changed.

State Ethics training
F. Pheeny reminded the Board that the DHCD training is this coming Friday.

Annual meeting date change: October 17th

The Board agreed to change the annual and regular October meeting date to the 17th.

PHN 2016-25

The notice was shared with the Board.

NAHRO memo re: LHA Housing Management Items

F. Pheeny explained to the board that several changes are being made to the regulations around public housing, as part of the Municipal Modernization Act.

Proposed changes to CDBG program

This subject was discussed as part of the Executive Director's report.

5. STAFF REPORTS

F. Pheeny briefly reviewed the staff reports.

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

None

7. DOCUMENTS USED

- Minutes of the regular meeting held 08-01-2016
- Minutes of the special meeting held 08-16-2016
- AP Warrant 08-2016
- CHAPA sub-grant agreement
- Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws and affidavit of compliance from Director of Asset Management
- Change Order #1 for Project 358074
- Change Order #2 for Project 358074
- Certificate of Final Completion for Project 358074
- HRA Capital Improvement Project List FY17-FY22
- Certificate of Substantial Completion for Appliance Replacement Project at 667-1,667-2
- Certificate of Final Completion for Appliance Replacement Project at 667-1,667-2
- Request for board vote on surplus inventory and list of surplus inventory
- Memo RE: FY17 FMRs
- Memo RE: FY17 Payment Standards
- DHCD approval for Project 358090 and contract
- Draft agreement between HRA and Town of Bernardston for CDBG administration
- Draft agreement between HRA and Town of Montague for CDBG administration
- Draft agreement between HRA and Town of Shelburne for Housing Rehabilitation Services
- Job description: Director of Finance
- Job description: Staff Accountant
- Appendix B to CORI policy: Authorized Users List
- PHN 2016-25
- NAHRO memo re: LHA Housing Management Items

- Letter from Frances Pheeny to Mark Southard, DHCD, regarding CDBG program changes
- Staff report dated 09-06-2016

8. ADJOURNMENT

There being no further business, Commissioner Banks adjourned the meeting at 6:51 P.M.

The next regular meeting of the HRA Board of Commissioners is scheduled for October 17, 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