



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

42 Canal Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

MINUTES
REGULAR MEETING – October 17, 2016

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on October 17, 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 6:36 P.M.

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

Commissioners Absent: D. Prest

Staff Present: J. Day R. Jacoby B. McHugh
 T. Miner F. Pheeny K. Reardon
 M. Taft-Ferguson

Guests: None

2. ACTIONS

Minutes: Commissioner Tuttle moved and Commissioner Parkin seconded a motion to approve the minutes of the September 12, 2016 regular meeting of the Board as prepared.

No discussion.

16-126 Voted 7 in favor; 0 opposed; 1 abstaining (L. Hoer)

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

No discussion.

16-127 Voted 6 in favor; 2 opposed (J. Tuttle, B. Parkin); 0 abstaining

Certificate of Substantial Completion: Commissioner Tuttle moved and Commissioner Brown seconded a motion to authorize the Executive Director, as Contract officer, to issue a certificate of substantial completion effective August 11, 2016 to Atlantic Power Services, Inc. for the Boiler Replacement Project 358091.

No discussion.

16-128 Voted 8 in favor; 0 opposed; 0 abstaining

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

Equal Housing Opportunity

Certificate of Final Completion: Commissioner Tuttle moved and Commissioner Brown seconded a motion to authorize the Executive Director, as Contract Officer, to issue a certificate of final completion effective August 18, 2016 to Atlantic Power Services, Inc. for the Boiler Replacement Project 358091 and to approve final payment of \$29,482.00.

No discussion.

16-129 Voted 8 in favor; 0 opposed; 0 abstaining

Change Order #1 (Project #358090): Commissioner Tuttle moved and Commissioner Parkin seconded a motion to authorize the Executive Director to execute Change Order #1 to the contract with CD Davenport Trucking, Inc. in connection with the Stoughton Place repaving project increasing the maximum obligation under that contract by \$9,161.50 for a total maximum obligation of \$168,156.50.

No discussion.

16-130 Voted 8 in favor; 0 opposed; 0 abstaining

Change Order #2 (Project #358090): Commissioner Tuttle moved and Commissioner Parkin seconded a motion to authorize the Executive Director to execute Change Order #2 to the contract with CD Davenport Trucking, Inc. in connection with the Stoughton Place repaving project increasing the maximum obligation under that contract by \$3,291.72 for a total maximum obligation of \$171,448.22.

No discussion.

16-131 Voted 8 in favor; 0 opposed; 0 abstaining

Change Order #3 (Project #358090): Commissioner Tuttle moved and Commissioner Brown seconded a motion to authorize the Executive Director to execute Change Order #3 to the contract with CD Davenport Trucking, Inc. in connection with the Stoughton Place repaving project increasing the maximum obligation under that contract by \$9,437.48 for a total maximum obligation of \$180,885.70.

No discussion.

16-132 Voted 8 in favor; 0 opposed; 0 abstaining

HCEC Contract: Commissioner Parkin moved and Commissioner Brown 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 \$184,423.00 for services provided from July 1, 2016 through June 30, 2017.

No discussion.

16-133 Voted 8 in favor; 0 opposed; 0 abstaining

RAFT Contract Amendment: Commissioner Tuttle moved and Commissioner Parkin seconded a motion to authorize the Chair to execute a contract amendment between HRA and the Department of Housing and Community Development for all financial assistance and services provided under the RAFT program, including administrative fees and to add funding and expand the scope of services to include

households/families of all sizes, in the amount of \$10,013.76; the additional funding to be effective and in use as of October 1, 2016.

No discussion.

16-134 Voted 8 in favor; 0 opposed; 0 abstaining

Job Description (Leased Housing Administrative Assistant): Commissioner Banks moved and Commissioner Atwood seconded a motion to approve the job description for Leased Housing Administrative Assistant as prepared.

K. Reardon explained that the job description was adjusted to reflect the fact that the department no longer schedules HQS inspections, as that is now the responsibility of the contracted inspector, so the job duties of this position have changed.

16-135 Voted 8 in favor; 0 opposed; 0 abstaining

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

F. Pheeny explained that, with the help of AMS and HRA's new human resources person, the position has been significantly changed to bring the duties more in line with industry standards. R. Jacoby added that the intention is for the bookkeeper to handle more day-to-day tasks so as to allow the Staff Accountants time to perform more analysis.

16-136 Voted 8 in favor; 0 opposed; 0 abstaining

Job Description (Director of Community Development): Commissioner Parkin moved and Commissioner Atwood seconded a motion to approve the job description for Director of Community Development as amended.

F. Pheeny explained that the job description has been rewritten to better reflect the work the department performs and to clarify the necessary skills. The Board discussed the education and experience requirements, and agreed to change the five years of direct management experience from a required item to a preferred one, as they felt requiring it might unnecessarily limit the candidate pool.

16-137 Voted 8 in favor; 0 opposed; 0 abstaining

Job Title (RAFT Administrator): Commissioner Parkin moved and Commissioner Atwood seconded a motion to approve the revised job title for RAFT Administrator (formerly HCEC Assistant).

F. Pheeny explained that this was only a title change, not a change to the job description, but that the title much more accurately reflects what the person in this position does.

16-138 Voted 8 in favor; 0 opposed; 0 abstaining

Job Title (HomeBASE Administrator): Commissioner Parkin moved and Commissioner Atwood seconded a motion to approve the revised job title for HomeBASE Administrator (formerly Housing Placement & Stabilization Worker).

No additional discussion.

16-139 Voted 8 in favor; 0 opposed; 0 abstaining

Award a Contract: Commissioner Parkin moved and Commissioner Brown seconded a motion to award a contract to Geosite Environmental, Inc. for HUD housing quality standards (HQS) inspection services at a rate of \$44.44 per completed initial, biennial, or complaint/special inspection report submitted and \$24.88 per completed re-inspection, emergency re-inspection, or no-show inspection for a period of one year beginning November 1, 2016 and ending October 31, 2017, for a total maximum obligation not to exceed \$34,999.00 and to authorize the Executive Director to execute the contract by and between HRA and Geosite Environmental, Inc.

F. Pheeny explained that the inspection company that had been selected last year to conduct HQS inspections has not worked out. That contract has been terminated, the service was put out to bid again, and Geosite offered the best price. They are also best-qualified, and had been performing HQS inspections for HRA prior to the last round of bidding.

16-140 Voted 8 in favor; 0 opposed; 0 abstaining

Utility Allowances: Commissioner Tuttle moved and Commissioner Brown seconded a motion to approve new utility allowances for use in the Housing Choice Voucher program effective November 1, 2016.

K. Reardon explained that utility costs are updated every year so that the HCV program can accurately estimate what tenants will need to pay for utilities and adjust their subsidy accordingly so that their housing remains affordable.

16-141 Voted 8 in favor; 0 opposed; 0 abstaining

MOU Regarding HCEC Information Technology and Central Coordination: Commissioner Parkin moved and Commissioner Brown seconded a motion to authorize the Executive Director to execute a Memorandum of Understanding by and between HRA and the Regional Housing Network of Massachusetts, Inc. (RHN) for Information Technology and Central Coordination services provided by RHN, to begin July 1, 2016 and end June 30, 2017 for a total consideration not to exceed \$9,432.00 and to authorize the Executive Director to execute the related Agreement regarding services provided by the RHN Project Manager, for consideration not to exceed \$1,650.00, billed at \$35/hour with an average of 12 hours of service provided each quarter.

J. Day explained that the RHN provides a housing information website, a data management website, and a 1-800 number for consumers. All nine regional HCECs contribute their portion to support those services.

16-142 Voted 8 in favor; 0 opposed; 0 abstaining

Participation Agreement: Commissioner Atwood moved and Commissioner Parkin seconded a motion to authorize the Executive Director to execute a Participation Agreement by and between HRA and the Department of Housing and Community Development regarding use of the ASIST HMIS and to designate Jenna Day to complete all Site Administrative duties as described in the Participation Agreement.

16-143 Voted 8 in favor; 0 opposed; 0 abstaining

Close HRA Office: Commissioner Parkin moved and Commissioner Atwood seconded a motion to authorize the closure of the HRA office on November 25, 2016 and to designate that day as a paid holiday under the HRA personnel policy.

No discussion.

16-144 Voted 8 in favor; 0 opposed; 0 abstaining

3. OTHER BUSINESS

Commissioner Hoer raised questions and concerns regarding the joint board meeting that had been scheduled for the previous Thursday, but had not been held due to an inability to reach quorum. In the course of the discussion concerns were raised about vote 16-144 which had been added to the publicly-posted agenda after the agenda had been emailed to the board. Commissioner Tuttle raised as a point of order that vote 16-144 be ruled out of order. The Chair ruled the point of order correct and vote 16-144 was struck.

Board members requested further information as to the subject of the joint board meeting and reasoning behind scheduling it. Commissioner Banks explained that the intention was and is to get a sense from all three boards (HRA, the Shelburne Housing Authority, and Rural Development, Inc.) as to their understanding of the mission and direction of the related agencies. To facilitate that conversation she is preparing a survey to be sent to all three boards regarding the agencies' missions and future direction, so as to have a starting place for discussion for a rescheduled joint board meeting. Commissioner Banks also noted that more training for the entire board on Open Meeting Law would be beneficial.

Commissioners discussed their appropriate roles regarding staffing issues.

Commissioner Hoer resigned from the Board.

AMS Report

R. Jacoby summarized the report prepared by AMS on the Finance Department. He highlighted several findings, including: difficult organizational systems; the fact that when the investigation began (August 2016) FY 2015 had not been finalized and closed out; account analyses that were unavailable; and understaffing. Report recommendations include: fully staff the department, which is already underway; institute procedures and internal controls; simplify accounts and organizational systems. He also suggested that the Board request to review balance sheets.

The Board also discussed the recommendation in the AMS report that HRA wait to hire a Director of Finance. R. Jacoby explained that he and his colleague had ended up changing their opinion on that subject, and it is his opinion now that a Director of Finance should be hired sooner rather than later, so that she will be able to mold the direction that the agency will go with her. F. Pheeny added that there

are three good candidates for that position, so she hopes to hire relatively soon. There is also a new staff accountant, a temporary bookkeeper, and interviews in process for a second staff accountant and permanent bookkeeper.

4. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

None

5. DOCUMENTS USED

- Minutes of the regular meeting held 09-12-2016
- AP Warrant 09-2016
- Certificate of substantial completion for Project #358088
- Certificate of final completion for project #358088
- Contract between HRA and DHCD for HCEC program and attachments
- Contract amendment between HRA and DHCD for RAFT program and attachments
- Job description: Leased Housing Administrative Assistant
- Job description: Director of Community Development
- Job description: Bookkeeper
- Job description: RAFT Administrator
- Job description: HomeBASE Administrator
- Agreement by and between HRA and Geosite Environmental, Inc.
- Memo RE: FY 2017 Utility Charts
- MOU regarding HCEC Information Technology and Central Coordination between HRA and RHN
- ASIST HMIS Participation agreement between HRA and DHCD
- AMS Rapid Diagnostic Report
- Letter from Sarah Glassman re: LHA Budget Guidelines
- Leaders OnBoard signup mailing

6. ADJOURNMENT

There being no further business, Commissioner Banks adjourned the meeting at 7:44 P.M.

The next regular meeting of the HRA Board of Commissioners is scheduled for November 3, 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