



FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT AUTHORITY

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MINUTES
REGULAR MEETING – December 5, 2016

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on December 5, 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 6:01 P.M.

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

Commissioners Absent: D. Prest

Staff Present: F. Pheeny M. Taft-Ferguson

Guests: None

2. EXECUTIVE DIRECTOR'S REPORT

F. Pheeny first shared with the Board that RDI has been awarded a \$25,000 grant from MassHousing to support a project manager position. RDI will match the funding. RDI submitted the application with support from ServiceNet and the Opioid Task Force.

The staff holiday party will be December 16th; board members are welcome and invited to attend.

Also in news from RDI, the Town of Ashfield, has agreed to settle the appeal of the tax abatement prior to the hearing at the Appellate Tax Board. Vacancy rates still remain high at the Ashfield House due to lack of transit options.

F. Pheeny next informed the Board that a candidate has been offered the Director of Finance position. Robert Half, the search firm, connected him with HRA and he begins Wednesday. Several strong candidates applied in this round. The search process for the Director of Community Development position is also moving along.

3. ACTIONS

Minutes: Commissioner Tuttle moved and Commissioner Parkin seconded a motion to approve the minutes of the November 7, 2016 regular meeting of the Board as prepared.

No discussion.

16-158 Voted 7 in favor; 0 opposed; 0 abstaining

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

Equal Housing Opportunity

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

No discussion.

16-159 Voted 5 in favor; 2 opposed (J. Tuttle, B. Parkin); 0 abstaining

Certification of Salary and Compensation Form: Commissioner Parkin moved and Commissioner Atwood seconded a motion to authorize the execution by the board and submission to DHCD of the Certification of Salary and Compensation Form ("Top Five").

F. Pheeny explained that DHCD required this form to be completed annually. She clarified that the amount shown for the Executive Director position included the vacation time payout from the last Executive Director.

16-160 Voted 7 in favor; 0 opposed; 0 abstaining

Job Description (Maintenance Mechanic/Laborer): Commissioner Parkin moved and Commissioner Brown seconded a motion to approve the job description for Maintenance Mechanic/Laborer as prepared.

F. Pheeny explained that the job has been posted due to a recent vacancy, and as the job description had not been updated in many years, it was adjusted to better match other HRA positions and to include only items that fall within the position's purview as per regulation.

16-161 Voted 7 in favor; 0 opposed; 0 abstaining

Certificate of Final Completion (#358090): Commissioner Tuttle moved and Commissioner Parkin seconded a motion to authorize the Executive Director, as Contract Officer, to issue a certificate of final completion to Clayton D. Davenport Trucking, Inc. for the Paving Repair Project 358090 and to approve final payment of \$9,116.25.

No discussion.

16-162 Voted 7 in favor; 0 opposed; 0 abstaining

Certificate of Substantial Completion (#358097): 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 November 25, 2016 to A-One Building Company LLC for the Stratton Manor Elderly Housing Project 358087.

F. Pheeny shared that the trombe wall at Stratton Manor has been removed and new siding/insulation put up in its place.

16-163 Voted 7 in favor; 0 opposed; 0 abstaining

Certificate of Final Completion (#358087): Commissioner Tuttle moved and Commissioner Brown seconded a motion to authorize the Executive Director, as Contract Officer, to issue a certificate of final

completion to A-One Building Company LLC for the Stratton Manor Elderly Housing Project 358087 and to approve final payment of \$41,623.00.

No additional discussion.

16-164 Voted 7 in favor; 0 opposed; 0 abstaining

Board Meeting Schedule: Commissioner Parkin moved and Commissioner Atwood seconded a motion to approve the schedule of proposed dates for regular meetings of the HRA Board of Commissioners for 2017 as prepared.

F. Pheeny pointed out that some dates had been moved to second Mondays due to holidays, and asked that Commissioners please notify her ASAP if scheduling issues arise.

16-165 Voted 7 in favor; 0 opposed; 0 abstaining

4. OTHER BUSINESS

State Ethics certification

The board was reminded to complete their Conflict of Interest training if they had not already.

Public Housing Notice 2016-34: New Process for Requesting Vacant Unit Funds

The PHN was provided for the Board's information.

5. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

None

6. DOCUMENTS USED

- Minutes of the regular meeting held 11-07-2016
- AP Warrant 11-2016
- FY15 Fiscal Year-End Schedule of All Positions and Compensation
- Edited job description: Maintenance Mechanic/Laborer
- Certificate of final completion for project #358090
- Certificate of substantial completion for project #358087
- Certificate of final completion for project #358087
- Proposed dates for 2017 HRA Board Meetings
- PHN 2016-34: New Process for Requesting Vacant Unit Funds
- Staff report dated December 5, 2016

7. ADJOURNMENT

There being no further business, Commissioner Banks adjourned the meeting at 6:20 P.M. *The next regular meeting of the HRA Board of Commissioners is scheduled for January 9, 2017 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