



FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT AUTHORITY

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MINUTES
REGULAR MEETING – January 9, 2017

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on January 9, 2017 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. Cottrell
S. Hamdan B. Parkin D. Prest J. Tuttle

Commissioners Absent: None

Staff Present: D. Nelson F. Pheeny K. Reardon
M. Taft-Ferguson

Guests: L. Wapner

2. EXECUTIVE DIRECTOR'S REPORT

F. Pheeny introduced the Board to David Nelson, HRA's new Director of Finance, and asked him to give the board a review of the state of the Fiscal Department.

Commissioner Cottrell entered the meeting at 6:01 P.M., and Commissioner Brown entered the meeting at 6:04 P.M.

The Finance Committee will continue to suspend regular meetings until better financial statements can be generated. D. Nelson will attend the full board meeting each month to report. F. Pheeny highlighted that some issues already identified in the audits currently underway of RDI and three other entities (HRA is not currently undergoing an audit).

F. Pheeny also shared with the Board that RDI has submitted an application to the Town of Sunderland to develop a proposed senior housing project. RDI has partnered with Valley CDC for project management, and proposes that HRA provide property management services. She added that RDI is currently searching for a project manager on a contract basis.

D. Nelson left the meeting at 6:23 P.M.



3. ACTIONS

Minutes: Commissioner Parkin moved and Commissioner Atwood seconded a motion to approve the minutes of the December 5, 2016 regular meeting of the Board as prepared.

No discussion.

17-001 Voted 7 in favor; 0 opposed; 1 abstaining (D. Prest)

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

No discussion.

17-002 Voted 6 in favor; 2 opposed (J. Tuttle, B. Parkin); 0 abstaining

HCV Administrative Plan Revision: Commissioner Parkin moved and Commissioner Atwood seconded a motion to revise Chapter 3, section II, Chapter 4, sections I.B, I.D, II.C, II.E, II.F, III.C, III.E, Chapter 5, sections II.B, II.C, V.A, of the HRA Housing Choice Voucher Program Administrative Plan to update policies in accordance with HUD regulations, to eliminate HRA's in-house Section 8 waiting list, and to participate in the Massachusetts Centralized Section 8 waiting list, effective 1/9/2017.

Katelyn Reardon, Director of Leased Housing, explained the proposed changes to the Board. Ninety-nine housing authorities around the state currently participate in the MassNAHRO centralized waiting list. The list includes all applicants, but each participating housing authority sets its own preferences (for local residents, or veterans, etc.). These preferences determine which applicants come to the top of a given housing authority's list first.

Benefits to the centralized system include the fact that people can apply and update their information online, which is both convenient for applicants and significantly diminishes the administrative burden on HRA. The centralized list also never closes, unlike HRA's which has been closed since September 2014. In addition, MassNAHRO performs the annual updates which are currently HRA's responsibility and also consumes significant administrative time. The fee for HRA to participate would be around \$2300, which is significantly less than the current administrative expense of maintaining a separate waiting list.

K. Reardon added that applicants do still have the option to complete a hard-copy form to apply; they are not required to apply online. If and when HRA begins participating in the centralized list, ads will be placed in the papers, a sign will be put in the lobby and on HRA's website, and HRA will alert referral agencies (although most are already familiar with the system, since many nearby housing authorities already participate). F. Pheeny added that HRA's IT person is working to set up a kiosk/workstation so people can come in to the office and complete the online application if they don't have access to a computer or the internet at home.

K. Reardon then briefly reviewed the other changes to the administrative plan.

K. Reardon left the meeting at 6:36 P.M.

17-003 Voted 8 in favor; 0 opposed; 0 abstaining

Year-End Financial Statements: Commissioner Prest moved and Commissioner Brown seconded a motion to certify that the facts and information provided in the year-end financial statements for the fiscal year ending 9/30/2016 are true, correct, and complete to the best of our knowledge and that the statements fairly and accurately represent the financial condition of the developments and the Franklin County Regional Housing and Redevelopment Authority for this period and to approve the execution by all Commissioners of the Year-End Financial Statements Certifications for the 400-1 and MRVP program as required by DHCD.

17-004 Voted 7 in favor; 1 opposed (B. Parkin); 0 abstaining

Award a Contract (Fuel Oil): Commissioner Parkin moved and Commissioner Tuttle seconded a motion to award a contract to A.R. Sandri, Inc. to supply #2 fuel oil from January 1, 2017 through December 31, 2017 to the properties at 19 Whitney Street (Orange), 73 South Street (Bernardston), 88 Main Street (Northfield), 12 Main Road (Gill), 25 Main Street (Charlemont), 90 A-D Main Street (Northfield), 36 A-C Congress Street (Orange), and other various properties added within the contract period for a fixed price of \$2.099 per gallon, and to authorize the Executive Director to execute the contract by and between HRA and A.R. Sandri, Inc.

F. Pheeny noted that several companies were contacted; only one other responded to the invitation.

17-005 Voted 8 in favor; 0 opposed; 0 abstaining

Award a Contract (Propane): Commissioner Prest moved and Commissioner Brown seconded a motion to award a contract to Dead River Company to supply propane fuel from January 1, 2017 through December 31, 2017 to the following properties for a fixed price per gallon, and to authorize the Executive Director to execute the contract by and between HRA and Dead River Company

<u>Property</u>	<u>Price</u>
66 West River Street, Orange	\$1.43
20 Hartwell Street, Bernardston	\$1.44
90 A-D Main Street, Northfield	\$1.53
37 Clement Street, Buckland	\$1.49
30, 50, 120 A&B Oaklawn Avenue, Orange	\$1.74
Other various properties	\$2.50

F. Pheeny noted that price variation at various locations had to do with volume and other factors.

17-006 Voted 8 in favor; 0 opposed; 0 abstaining

Change Office Hours: Commissioner Parkin moved and Commissioner Prest seconded a motion to change the regular business hours of HRA from 9 AM – 12 PM, 1 PM – 4:30 PM Monday-Friday to 9 AM – 4:30 PM Monday-Friday.

F. Pheeny explained that right now, with the agency closed for a full hour in the middle of the day, clients have trouble finding time to drop off paperwork during their own lunch periods. As there are now enough administrative staff people to allow the regular receptionist to take her 30 minute lunch break even if the doors remain open, it is time to eliminate that inconvenience for clients. The Board needs to vote to approve this change because, as HRA's hours are set per policy, it is technically a policy change.

The Board expressed its enthusiastic approval for the change.

17-007 Voted 8 in favor; 0 opposed; 0 abstaining

RDI Representatives: Commissioner Parkin moved and Commissioner Tuttle seconded a motion to appoint Sharon Cottrell and to reappoint Leslie Brown to serve as HRA Representatives on the Rural Development, Inc. Board of Directors until the annual meeting of the HRA Board of Commissioners in October 2017.

F. Pheeny shared with the Board that Commissioner Tuttle had stepped down from the RDI Board of Directors. He will now serve as President Emeritus. Commissioner Cottrell has agreed to serve as the second HRA representative in his place.

17-008 Voted 8 in favor; 0 opposed; 0 abstaining

Management Agreement (Orange Recovery House): Commissioner Prest moved and Commissioner Brown seconded a motion to approve and to authorize the Executive Director to execute an amendment to the management agreement by and between Orange Recovery House, Inc. (Owner) and HRA (Agent) for the management of the property at 35 Congress Street, Orange, MA, increasing the management fee from 5% to 8% of gross revenues of the Project as those terms are defined in the Management Agreement between the parties dated October 14, 2005 (the "Management Agreement") and that the abovementioned increase is retroactive to the 2010 term of the Management Agreement pursuant to the provisions of Section 25 of the Management Agreement.

F. Pheeny explained that, an item regarding the ORH management agreement had arisen in the course of the ongoing audit. Several years ago the management fee paid by ORH to HRA was raised, but the management agreement was not amended. The ORH board has already approved this amendment, which simply corrects the agreement; no funds are to be returned to ORH.

17-009 Voted 8 in favor; 0 opposed; 0 abstaining

RAFT Contract Amendment: Commissioner Parkin moved and Commissioner Brown seconded a motion to authorize the Chair or Vice-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 \$3,732.30, increasing the FY17 Maximum Obligation from \$260,168.19 to \$263,900.49.

F. Pheeny informed the Board that DHCD has given HRA an additional \$3,700 to support individuals. She noted that the need for RAFT funding remains far higher than that.

17-010 Voted 8 in favor; 0 opposed; 0 abstaining

4. OTHER BUSINESS

Board member contact information

No board member contact information had changed

Staff reports

F. Pheeny drew the Board's attention to the before and after pictures of the trombe wall project in Bernardston. The project was very successful.

5. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

None

6. DOCUMENTS USED

- Minutes of the regular meeting held 12-5-2016
- AP Warrant 12-2016
- Memo from Katelyn Reardon, Director of Leased Housing re: Section 8 Administrative Plan Updates and proposed changes
- Quarterly operating statements, balance sheets, Schedules I through VI, report of TAR, calculations of operating subsidy earned, and certifications for HRA's 4001 and MRVP programs
- Summary of bids to deliver #2 fuel oil to HRA properties
- Summary of bids to deliver propane to HRA properties
- Staff report dated January 9, 2017
- RAFT contract amendment

7. ADJOURNMENT

There being no further business, Commissioner Parkin moved and Commissioner Atwood seconded a motion to adjourn the meeting at 6:55 P.M. The next regular meeting of the HRA Board of Commissioners is scheduled for February 6, 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