



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

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

MINUTES
REGULAR MEETING – February 6, 2017

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on February 6, 2017 at Greenfield Savings Bank located at 282 Avenue A, Turners Falls, MA.

1. CALL TO ORDER

Commissioner Atwood called the meeting to order at 6:07 P.M.

Commissioners Present:	J. Atwood	L. Brown	S. Cottrell
	S. Hamdan	B. Parkin	D. Prest

Commissioners Absent:	J. Banks	J. Tuttle
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Staff Present:	D. Nelson	F. Pheeny	M. Taft-Ferguson
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Guests:	None
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2. EXECUTIVE DIRECTOR'S REPORT

D. Nelson first gave an update regarding progress in the Fiscal Department. While the RDI and related audits continue to take up much of the department's time this month, HRA accounts have also begun to be streamlined and reconciled. Protocols are being put in place. The Board requested that the Fiscal Department present an income/expenses summary in April, although it understands that full financial statements will take further time to prepare.

The Board thanked D. Nelson, and he left the meeting at 6:32.

F. Pheeny presented an update to the Board as to the Director of Community Development search.

3. ACTIONS

Minutes: Commissioner Parkin moved and Commissioner Prest seconded a motion to approve the minutes of the January 9, 2017 regular meeting of the Board as prepared.

No discussion.

17-011 Voted 6 in favor; 0 opposed; 0 abstaining

AP Warrant: Commissioner Brown moved and Commissioner Prest seconded a motion to approve the accounts payable warrant for January 2017.

No discussion.

17-012 Voted 5 in favor; 1 opposed (B. Parkin); 0 abstaining

Massachusetts Municipal Depository Trust Representatives: Commissioner Prest moved and Commissioner Parkin seconded a motion to authorize the Executive Director to execute the Designating Authorized Representatives Resolution Form for MMDT, authorizing Frances Pheeny, Executive Director, as Authorized Signer & Trader and David Nelson, Director of Finance, as Authorized Trader for HRA.

F. Pheeny explained that this authorization will allow her and D. Nelson to access the account, which was still associated with Paul Douglas's name, to reconcile it and determine whether the funds should stay with the MMDT or be moved. The funds originally related to the affordable homeownership programs. F. Pheeny will keep the Board informed as to this inquiry.

17-013 Voted 6 in favor; 0 opposed; 0 abstaining

Property Management Agreement (Crocker Cutlery): Commissioner Parkin moved and Commissioner Prest seconded a motion to authorize the Chair to execute a management agreement by and between Crocker Cutlery Limited Partnership (Owner) and HRA (Agent) for the management of the Crocker and Cutlery buildings in Turners Falls, for a management fee of 8% of gross revenues from the project, to be in force on a year to year basis beginning February 14, 2017.

F. Pheeny explained that as part of the MHIC exit, the management agreement needs to be rewritten to reflect that RDI, CCLP, DHCD, and Property Casualty are now the three investors in the project. Except for that change, no other changes were made to the agreement.

17-014 Voted 6 in favor; 0 opposed; 0 abstaining

4. OTHER BUSINESS

Board member contact information

No board member contact information had changed

SEMAP rating report

F. Pheeny shared that the Leased Housing department had again secured a 100% SEMAP score, which will allow the agency to continue to receive maximum administrative fees. The Board congratulated the department.

Staff reports

F. Pheeny noted that the Ashfield House continues to have vacancies due to transit issues. The Board discussed the viability of the project.

5. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

None

6. DOCUMENTS USED

- Minutes of the regular meeting held 01-09-2017
- AP Warrant 01-2017
- MMDT Designating Authorized Representatives Resolution Form
- SEMAP score notification
- Staff report dated January 31, 2017

7. ADJOURNMENT

There being no further business, Commissioner Parkin moved and Commissioner Atwood seconded a motion to adjourn the meeting at 6:59 P.M. The next regular meeting of the HRA Board of Commissioners is scheduled for March 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