



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

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

MINUTES
REGULAR MEETING – March 6, 2017

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on March 6, 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 M. Taft-Ferguson

Guests: None

2. EXECUTIVE DIRECTOR'S REPORT

F. Pheeny informed the Board that Glen Ohlund has formally accepted the position of Director of Community Development, to begin April 3. The Board reviewed his job history and qualifications. She then gave the Board an update on an RDI matter. RDI has been selected to develop a senior housing project for the Town of Sunderland. F. Pheeny reviewed requirements for predevelopment funding.

L. Brown entered the meeting at 6:08 PM.

The Board continued discussion of the Sunderland predevelopment funding requirements.

F. Pheeny informed the Board that both administrative assistant positions and the Finance & Personnel Coordinator position have been filled.

D. Nelson then gave an update on the Fiscal Department. Next month, the Board will be asked to approve the opening of several new bank accounts to better separate funds for several programs, and to begin a new general fund. D. Nelson also presented a cash-only P&L statement for the first quarter of FY17. Only HRA housing projects are shown; the cash flows for other funds still need review. The Board discussed rent collection and capital needs issues at the 705 properties.



3. ACTIONS

Minutes: Commissioner Parkin moved and Commissioner Prest seconded a motion to approve the minutes of the February 6, 2017 regular meeting of the Board as prepared.

No discussion.

17-015 Voted 6 in favor; 0 opposed; 2 abstaining (J. Banks, J. Tuttle)

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

No discussion.

17-016 Voted 6 in favor; 2 opposed (B. Parkin, J. Tuttle); 0 abstaining

Engineering Work Order #1805: Commissioner Prest moved and Commissioner Parkin seconded a motion to authorize the Executive Director to execute DHCD Work Order No. 1805 authorizing Tighe & Bond, Inc. to perform design services and work implementation for paving and fence repairs at 667-2 and 701-1B developments.

F. Pheeny explained that this work order related to paving improvement projects, which had been briefly delayed due to a possible easement on one of the driveways. There is no such easement and the project is now moving forward.

17-017 Voted 8 in favor; 0 opposed; 0 abstaining

CEDAC Consulting Agreement: Commissioner Prest moved and Commissioner Parkin seconded a motion to authorize the Executive Director to execute a consultant agreement amendment in connection with the Home Modification Loan Program amending paragraph 6b of the original agreement to provide for a total maximum payment to HRA in an amount not exceed \$18,500 for services performed under the contract, representing an increase of \$3,300.

F. Pheeny explained that this is a routine extension of the ongoing contract with CEDAC for HRA's housing rehabilitation specialists to perform inspections for their HMLP program.

17-018 Voted 8 in favor; 0 opposed; 0 abstaining

Job Description (Leased Housing Administrative Assistant): Commissioner Prest moved and Commissioner Parkin seconded a motion to approve the job description for Leased Housing Administrative Assistant as revised.

F. Pheeny explained that this position will take admin duties off of the Leased Housing Representatives. The department budget can support 30 hours per week.

17-019 Voted 8 in favor; 0 opposed; 0 abstaining

Job Description (Asset Management Assistant): Commissioner Parkin moved and Commissioner Tuttle seconded a motion to approve the job description for Asset Management Assistant as revised.

F. Pheeny explained that this position was formerly combined with the LHAA, but that was not an ideal solution so the positions have been separated.

17-020 Voted 8 in favor; 0 opposed; 0 abstaining

Lease Renewal: Commissioner Parkin moved and Commissioner Tuttle seconded a motion to authorize the renewal of two lease agreements between Franklin County Regional Housing and Redevelopment Authority (tenant) and Rural Development, Inc. (landlord) for the Community Development office (\$821.73 per month) and the garage/storage space (\$10.93 per month) for a term to commence on June 1, 2017 and expire on May 31, 2018.

F. Pheeny discussed the process of getting DHCD approval to move out of the 42 Canal Road building.

17-021 Voted 8 in favor; 0 opposed; 0 abstaining

CORI Policy: Commissioner Parkin moved and Commissioner Tuttle seconded a motion to approve the revisions of Appendix B of HRA's CORI Policy, adding Hugh Mackay and Madelaine Taft-Ferguson and removing Robert Bashaw.

F. Pheeny explained that Hugh Mackay is the new HR person and Madelaine should be added because she works with her when Fran conducts hearings.

17-022 Voted 8 in favor; 0 opposed; 0 abstaining

4. OTHER BUSINESS

Review of 760 CMR 6.08 Grievance Procedures (tenant complaint process)

F. Pheeny explained the grievance procedure tenant complaints not related to nonpayment of rent (aka policy or property management issues). Tenants appeal first to their property manager, then the Director of Asset Management, then the Executive Director, then a hearing officer, and only if they are dissatisfied with the hearing officer's decision do they appeal to the Board. If they are dissatisfied with the Board decision they may then appeal to DHCD.

Summer meeting dates: June 5, July 10, August 7

The Board was reminded of the summer meeting dates

Public Housing Notices

The Board discussed the Public Housing Notice regarding pullcord systems and HRA's position relative to that guidance.

Staff reports

The Board briefly reviewed the staff reports.

Board member contact information

D. Prest contact information had changed.

5. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

None

6. DOCUMENTS USED

- Minutes of the regular meeting held 02-06-2017
- AP Warrant 02-2017
- Work order #1805
- CEDAC Consulting Agreement Amendment
- Revised job description: Leased Housing Administrative Assistant
- Revised job description: Asset Management Assistant
- Letter to RDI re: Renewal of Leases
- 760 CMR 6.08
- Public Housing Notice 2017-01: Revised FY2017 LHA Budget Guidelines
- Public Housing Notice 2017-02: RCAT Advisory Board Election Results
- Public Housing Notice 2017-03: Emergency Pull Cords/Light Systems
- Public Housing Notice 2017-04: LHA Board Member Elections
- Public Housing Notice 2017-05: LHA Board Member Training
- Public Housing Notice 2017-06: Clarification on Board Member Elections
- Staff report dated March 1, 2017

7. ADJOURNMENT

There being no further business, Commissioner Banks moved and Commissioner Parkin seconded a motion to adjourn the meeting at 7:00 P.M. The next regular meeting of the HRA Board of Commissioners is scheduled for April 3, 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