

3. ACTIONS

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

D. Prest's contact information did change; the minutes will be changed to reflect that.

17-023 Voted 7 in favor; 0 opposed; 0 abstaining

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

No discussion.

17-024 Voted 5 in favor; 2 opposed (B. Parkin, J. Tuttle); 0 abstaining

Open Bank Accounts at Greenfield Savings Bank: Commissioner Parkin moved and Commissioner Prest seconded a motion to approve the following resolution to authorize the Franklin County Regional Housing and Redevelopment Authority (the "Organization") to open certain bank accounts at Greenfield Savings Bank ("Financial Institution") and that the authorized signers for these accounts are Jane Banks, Chair, Leslie Brown, Treasurer, and Frances Pheeny, Executive Director:

Pursuant to authority contained in the By-Laws of the Organization, the said officers of the Organization have duly designated Financial Institution as a depository of the funds of the Organization. By virtue of said election, the By-Laws and the afore-said designation, the following described officers, and designated parties or agents, if any, referred to below as "Authorized Signer" or "Authorized Signers" and whose names and signatures appear below, are authorized for and on behalf of the Organization to have the following indicated powers as contained in this Resolution:

Depository Account. Perform the following for the account(s) indicated on Page 2 (account numbers *5387, *5395, *2814, *5403, *5411, *0957, *0965), in the name of the Organization, subject to any terms and conditions governing the account(s), such as:

1. Open and maintain the account(s);
2. Make deposits to the account(s);
3. Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money to or belonging to the Organization by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing;
4. Make withdrawals from the account(s) in any manner permitted by the account(s);
5. Transfer funds from the account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Organization;
6. Transfer funds to the account(s) in Financial Institution from any account whether or not held at this Financial Institution and whether or not held by this Organization;

7. Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft or order for the payment of money whether drawn by the Organization or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money; and

8. Delegate to others the authority to approve, endorse, guarantee, and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft, or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft, or order for the payment of money.

D. Nelson reviewed the changes. A new general fund account will be opened, as that will be simpler than attempting to reconcile the current one. Checking accounts for the 667 and 705 properties will be opened in order to allow HRA to use remote deposit for rent checks, saving a great deal of time. In the future SHA should have its own general ledger as well. Likewise, the Smikes House should be kept separately from HRA properties. An account will be opened for modernization funds to simplify tracking; similarly, an account will be opened for HCEC funds, and one for MRVP funds.

17-025 Voted 7 in favor; 0 opposed; 0 abstaining

Business Online Agreement: Commissioner Parkin moved and Commissioner Atwood seconded a motion to approve the following resolution to authorize the Franklin County Regional Housing and Redevelopment Authority ("Customer") to use the Business Online services offered by Greenfield Savings Bank ("Bank") for the following accounts: *6443, *2890, *7096, *0219, *0227, *5239, *3698, *3706, *1410, *3714, *3722, *1436, *2039, *0256, *0264, *6816, *1360, *0957, *0965, *5395, *2814, *5403, *5411.

No discussion.

17-026 Voted 7 in favor; 0 opposed; 0 abstaining

Use of Reserves (Architectural Services): Commissioner Atwood moved and Commissioner Prest seconded a motion to authorize the use of up to \$3,500 in operating reserves for architectural planning and design feasibility services for a new office space.

F. Pheeny explained that DHCD has indicated it is willing to not only allow the sale of the HRA building, but to consider assistance. To do so, however, HRA will need to put a proposal together with real cost estimates, for which it will need architectural services. Jones Whitsett Architects have provided these services for other agencies in the area.

The Board discussed possible locations, feasibility, and logistics.

17-027 Voted 7 in favor; 0 opposed; 0 abstaining

4. OTHER BUSINESS

Presentation by the Chair: Executive Director performance review process
Commissioner Banks presented the plan for the Executive Director performance review process, which will be conducted later this month. Once that process is complete, the Board may discuss having the consultant do some board member training as well.

Presentation by RCAT Advisory Board member Sharon Cottrell

Commissioner Cottrell summarized for the Board what RCAT is, why it was created, and what was discussed at the advisory board meeting. RCAT will be coming to assist HRA with a capital needs assessment in the last quarter of the fiscal year (aka July-September). She suggested that the Board request that the Director of Asset Management attend a board meeting and make a presentation as to what projects are already underway. She emphasized that RCAT has a wealth of technical assistance to offer and that HRA should take advantage of its resources.

F. Pheeny confirmed that the Director of Asset Management will attend the June board meeting. She added that her experience has also been that the RCAT program has been very helpful so far.

Presentation by RDI board member Leslie Brown

Commissioner Brown summarized Rural Development, Inc.'s most recent meeting for the Board. RDI had discussed the sale of 184 Petty Plain Road, as well as roof damage to the Canal Road building. Commissioner Brown explained the Arts Block/Pushkin matter. RDI has also been selected as the developer for senior housing in Sunderland, and Commissioner Brown discussed the funding status of that project. The Board discussed prior audits and F. Pheeny explained that she would never be the one to explain audits, but would instead be asking the auditors to present to the appropriate boards.

Commissioner Brown informed the Board that the RDI board is, at F. Pheeny's request, considering the structure of RDI and how best to manage its budgets, maintenance of units, and the administrative/accounting cost burden of RDI on HRA.

Public Housing Notice 2017-07 and -08: Regulations Update

F. Pheeny explained to the Board that much uncertainty remains around tenant member elections. As HRA Commissioners are not elected, the issue does not have a direct impact on this board, although it will for Shelburne Housing Authority.

Staff reports

The Board briefly reviewed the staff reports.

Board member contact information

No board member contact information had changed

5. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

The Board discussed possible future revenue sources for HRA.

6. DOCUMENTS USED

- Minutes of the regular meeting held 03-06-2017
- AP Warrant 03-2017
- List of new bank accounts March 2017
- Public Housing Notice 2017-07: Regulations Update
- Staff report dated March 24, 2017
- HCEC handout
- Public Housing Notice 2017-08: Regulations Update
- Letter from Jones Whitsett Architects detailing proposal for architectural planning & design feasibility services for new offices

7. ADJOURNMENT

There being no further business, Commissioner Banks moved and Commissioner Parkin seconded a motion to adjourn the meeting at 7:30 P.M. The next regular meeting of the HRA Board of Commissioners is scheduled for May 1, 2017 at 6 P.M. at the Squakheag Village community room located at 88 Main Street, Northfield, MA.

Respectfully submitted,

Frances Pheeny, Secretary ex officio