



MINUTES
REGULAR MEETING –September 10, 2018

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **September 10, 2018** at the Montague Town Police Department Community Room, 180 Turnpike Road, Turners Falls, MA 01376.

1. CALL TO ORDER

Commissioner Atwood called the meeting to order at 6:15 PM

Commissioners Present: L. Brown J. Tuttle
 B. Parkin D. Prest
 M. Slowinski J. Atwood

Commissioners Absent: S.Cottrell S. Hamdan

Staff Present: F. Pheeny J.Carey L. Cornish

Guest: None

2. ACTIONS

Minutes: Commissioner Parkin moved and Commissioner Brown seconded a motion to approve the minutes of the August 6, 2018 regular meeting of the Board as amended.

Commissioner Parkin stated that it was documented that he and Commissioner Tuttle abstained from voting on the July 2018 AP Warrant, when actually they were opposed to voting.

No further discussion

17-191 Vote 5 in favor; 0 opposed; 1 abstaining

AP Warrant: Commissioner Prest moved and Commissioner Brown seconded a motion to approve the accounts payable warrant for July 2018.

L. Cornish informed the board that the previous AP Warrants weren't including all the information that should be presented to the board for approval.

L. Cornish provided each board member with the newly revised AP Warrant and reviewed it with the board. She stated the summary on the front page is of information that was missing from past reports. She stated that due to confidentiality reasons, names of those receiving benefits, section 8 voucher holders, are not listed.

L. Cornish informed the board that for the September AP Warrant, she can also include payroll information and continue with that moving forward.

F. Pheeny stated that if anyone needed the personal information not provided on the warrant to let her know and she can have a private meeting with them. She went on to state that she would like to implement a finance committee once again, and as was done previously, it would be held at the beginning of the regular HRA board meeting. She informed the board that she will have it on next month's agenda asking for board volunteers to participate in the Finance Committee.

17-192 Vote 4 in favor; 2 opposed; 0 abstaining

Fair Market Rents for FY19: Commissioner Parkin moved and Commissioner Brown seconded a motion to adopt the revised Fair Market Rents for use in the Franklin County according to the following schedule for use in the Housing Choice Voucher Program effective as of October 1, 2018:

The new FY 2019 FMR's are listed below along with FY 2018 and the difference. The FY 2019 FMR's are effective October 1, 2018.

<u>Franklin County</u>	FY 18	FY 19	Percentage changed
Efficiency	\$859	\$870	1.2%
1 bedroom	\$864	\$876	1.3%
2 bedroom	\$1,084	\$1,113	2.6%
3 bedroom	\$1,359	\$1,446	6.4%
4 bedroom	\$1,535	\$1,583	3.1%
5 bedroom	\$1,765	\$1,820	3.1%

Sunderland	FY 18	FY 19	Percentage changed
Efficiency	\$739	\$702	-5.1%
1 bedroom	\$884	\$831	-6%
2 bedroom	\$1,117	\$1,061	-5.1%
3 bedroom	\$1,400	\$1,329	-5.1%
4 bedroom	\$1,627	\$1,521	-6.6%
5 bedroom	\$1,871	\$1,749	-6.6%

Below are the FY 2019 payment standards for the HCV program to be approved by the board effective November 1, 2018.

Franklin County	FY 18 FMR	FY 18 PS	% of FMR	FY 19 FMR	Proposed FY 19 PS	% of FMR	FY18 VS FY19
Efficiency	\$859.00	\$800.00	93.1%	\$870.00	\$815.00	93.6%	\$15.00
1 bedroom	\$864.00	\$825.00	95.4%	\$876.00	\$840.00	95.8%	\$15.00
2 bedroom	\$1,084.00	\$1,025.00	94.5%	\$1,113.00	\$1,060.00	95.2%	\$35.00
3 bedroom	\$1,359.00	\$1,290.00	94.9%	\$1,446.00	\$1,370.00	94.7%	\$80.00
4 bedroom	\$1,535.00	\$1,450.00	94.4%	\$1,583.00	\$1,500.00	94.7%	\$50.00
5 bedroom	\$1,765.00	\$1,665.00	94.3%	\$1,820.00	\$1,725.00	94.7%	\$60.00

Sunderland	FY 18 FMR	FY 18 PS	% of FMR	FY 19 FMR	Proposed FY 19 PS	% of FMR	FY18 VS FY19
Efficiency	739.00	\$739.00	100%	702.00	\$739.00	105.2%	\$0.00
1 bedroom	\$884.00	\$884.00	100%	\$831.00	\$884.00	106.3%	\$0.00
2 bedroom	\$1,117.00	\$1,117.00	100%	\$1,061.00	\$1,117.00	105.2%	\$0.00
3 bedroom	\$1,400.00	\$1,400.00	100%	\$1,329.00	\$1,400.00	105.3%	\$0.00
4 bedroom	\$1,627.00	\$1,627.00	100%	\$1,521.00	\$1,627.00	106.9%	\$0.00
5 bedroom	\$1,871.00	\$1,871.00	100%	\$1,749.00	\$1,871.00	106.9%	\$0.00

F. Pheeny informed the board that this is the annual information from HUD as to what they consider as fair market rents. She stated it hasn't changed much from last year's rents except with the town of Sunderland, where they have gone down.

Commissioner Slowinski asked if this information included utilities.

F. Pheeny stated that at the October board meeting the board will receive the utilities allowance. A consultant is hired to gather that information.

17-193 Vote 6 in favor; 0 opposed; 0 abstaining

Change Order Request by and between Renaissance Builders and the Franklin County Regional Housing and Redevelopment Authority: Commissioner Brown moved and Commissioner Prest seconded a motion to approve the architectural and labor changes for #2 Bollard and #3 Wall Demolitions for project 2018109 as requested by the contractor for the contract by and between Renaissance Builders and the Franklin County Regional Housing and Redevelopment Authority and authorize the Executive Director to sign.

F. Pheeny informed the board that construction will begin tomorrow with the front hall receptionist area. She stated a few issues have risen and B. McHugh has spent a great deal of time working with the architects and contractor and she herself, has been working along with DHCD as the project is progressing.

There was detailed discussion of each of the proposed work orders and the reasons for the changes.

17-194 Vote 6 in favor; 0 opposed; 0 abstaining

HRA Website with Northern Logics: Commissioner Parkin moved and Commissioner Brown seconded a motion to authorize the Executive Director, as contracting officer, to enter into an agreement by and between Northern Logics, LLC and Franklin County Regional Housing and Redevelopment Authority, as an independent contractor for the specific purpose of designing a World Wide Web Site for the HRA Website.

F. Pheeny informed the board that currently the biggest problem with the HRA Website is the platform, Joomla. She stated it is out of date. She reminded the board that DHCD has provided the Agency with funding from their project housing budget. She stated she would like to use \$3,000 from this funding to enter into a contract with Northern Logics, LLC to provide us with a new platform for a new website that is more interactive with the public and easy to use.

F. Pheeny stated that she is asking the board to authorize her as contracting officer to enter into an agreement with Northern Logics, LLC, after she negotiates a new contract with them, which is approved by HRA's attorney. She informed the board that the funding provided by DHCD needs to be used by September 30, 2018.

L. Cornish clarified that the completion of the contract and billing of Northern Logics, LLC needs to be done by September 30, 2018.

There was some discussion regarding whether or not the motion wording needed to be changed.

Commissioner Atwood stated the motion as written is acceptable.

Commissioner Prest expressed concern about #5 of the agreement regarding the completion date.

F. Pheeny explained that she will have the HRA lawyer review the current contract and make necessary changes to it before she signs off on it.

Commissioner Brown inquired as to where Northern Logics, LLC is from.

F. Pheeny stated Springfield, MA.

Commissioner Prest inquired as to whether or not the website request had to go out to bid and will Northern Logics, LLC be migrating the platform.

F. Pheeny stated that because the funding is under \$10,000 it wasn't required to source the website out to bid. She also confirmed that Northern Logics, LLC will be migrating the platform and the Agency will be formatting the site. She stated that this will also be done with the Shelburne Housing Authority Website.

17-195 Vote 6 in favor; 0 opposed; 0 abstaining

Smikes House Management Agreement: Commissioner Parkin moved and Commissioner Slowinski seconded a motion, as amended, to authorize the Executive Director, as contracting officer, to enter into negotiations with the Town of Whately regarding the management agreement and lease with Smikes House.

F. Pheeny informed the board that Smikes House is a 2 unit property designated for low income seniors. She stated this property is managed by HRA but owned by the Town of Whately. She stated that currently there is a lease agreement for this property between HRA and the Town of Whately that automatically renews every year. There isn't a management agreement

F. Pheeny presented her recommendation to enter into negotiations with the Town of Whately to end HRA's relationship as their management agent for Smikes House.

F. Pheeny informed the board that currently HRA receives a management fee of 5% which isn't covering administrative costs. She stated that her proposal to the Board of Selectmen is to increase the management fee to 8% and to create a management agreement that clearly defines HRA's role and responsibilities as managing agent. She stated that even if the management fee increases to 8% it still will not completely cover the administrative costs. She also stated that as the lease reads currently, there is no protection for HRA as the agent.

The Board discussed the issue in detail and explored several possible scenarios.

A unanimous vote determined the motion to be amended as is stated above.

17-196 Vote 6 in favor; 0 opposed; 0 abstaining

Employee Recognition Bonus: Commissioner Tuttle moved and Commissioner Parkin seconded a motion to authorize the Executive Director to approve a bonus of \$2,000 for Leased Housing Representative, A. White, as compensation for the additional responsibilities she undertook during the 13 week absence of the Director of Leased Housing.

F. Pheeny explained to the board that Director of Leased Housing, K. Reardon, was out for medical leave. She stated that A. White took on additional tasks and duties during K. Reardon's absence such as being sure all HAP payments were made on a timely basis, providing support to the other Leased Housing Representatives, and being flexible and available to provide support and guidance to herself and J. Carey around the regulatory process of leased housing

17-197 Vote 6 in favor; 0 opposed; 0 abstaining

Bernardston South Street Ceiling Removal and Replacement: Commissioner Parkin moved and Commissioner Slowinski seconded a motion to authorize the Executive Director, as Contracting Officer, to approve the construction contract with Cornerstone Building Services, the lowest eligible and responsible bidder, regarding the Bernardston South Street Ceiling Removal and Replacement, DHCD Project No. 358103.

F. Pheeny explained to the board that the ceiling removal was calculated on the Capital Improvement Plan. She stated that the ceilings at this property are very poor condition.

She said that originally it was thought that the ceilings could be repaired room by room with the tenants staying in their units, however, the condition of the ceilings are in worse condition than thought.

F. Pheeny explained that the tenants will need to be relocated to a nearby hotel for approximately 2 weeks.

F. Pheeny informed the board that only 1 company bid on this project. She stated that DHCD is recommending we move forward with this project. She advised the board that the amount allocated for the contractor only covers the actual work to be done.

17-198 Vote 6 in favor; 0 opposed; 0 abstaining

Review Security Deposit Policy: Commissioner Tuttle moved and Commissioner Slowinski seconded a motion to authorize the discontinuance of the collection of security deposits from all residents residing at all HRA Properties.

F. Pheeny and L. Cornish discussed issues regarding with security deposits with HRA's assigned attorney he recommended that the collection of security deposits be discontinued. She stated the HRA attorney will work closely with herself, T. Dowd and L. Cornish to ensure that the correct steps are followed in order to return all security deposits, including interest gained, to residents.

F. Pheeny also stated that it's often a financial hardship for applicants as they have to come up with first and last month's rent, as well as a security deposit.

17-199 Vote 6 in favor; 0 opposed; 0 abstaining

Executive Director's Contract: Commissioner Parkin moved and Commissioner Prest seconded a motion to appoint Commissioner Brown as the board representative to negotiate the new contract with the Executive Director.

No discussion

17-200 Vote 6 in favor; 0 opposed; 0 abstaining

Orange Teen House: Commissioner Brown moved and Commissioner Slowinski seconded a motion to provide a \$20,000 line of credit from the HRA reserves to use towards Orange Teen House operating costs due to the required flooring repairs that would be recoverable.

F. Pheeny directed the board members to the photo's depicting the flooring issues at Orange Teen House. She explained that the dimples in the flooring are 1 inch high and caused from the staples popping up from the subflooring through the vinyl flooring.

F. Pheeny explained that Orange Teen House requires additional financial support to meet its operating costs while dealing with the needed flooring repairs throughout the building. The Commissioners inquired about the flooring issues and remedies for the situation including legal. Issues around the impact on tenants during repair were also discussed, F. Pheeny explained that HRA will be working closely with DIAL SELF to make the necessary moves have the least impact on tenants.

17-201 Vote 4 in favor; 0 opposed; 2 abstaining

3. EXECUTIVE DIRECTOR'S REPORT

F. Pheeny provided the board with photos of furniture that was left behind by the previous owner when the Agency purchased the office building.

F. Pheeny informed the board of the following items that will be actions for the October regular meeting.

She said the first being a proposal to dispose of the noted furniture. She stated money received from the disposal of the furniture will be placed into HRA reserves.

She stated a second item that will be presented will be a change order proposal to level off the sunken sitting area of the Agency building and have it renovated into a storage room. She stated sound proof materials will be used for the walls of the storage room. She stated she's waiting on the cost of this project.

F. Pheeny asked the board members for volunteers to form a Party Planning Committee in order to plan the 45th anniversary of HRA along with the dedication ceremony for the new building. Commissioner Prest, and Commissioner Atwood volunteered to serve on this committee.

F. Pheeny stated that in a previous conversation, Commissioner Cottrell had also volunteered.

F. Pheeny informed the board that the draft Internal Control Policy will be sent out via email tomorrow, for the board to review at the October regular board meeting.

- Change order request by Renaissance Builders
- Northern Logics Web Site Design Project Agreement
- Smikes House Management Agreement
- Employee Recognition Bonus
- Bernardston South Street Ceiling Removal and Replacement, DHCD Project No. 358103 Low Bid Review
- Security Deposit Policy
- Orange Teen House flooring Photos
- Disposal of furniture photos
- Adequate Housing Article
- MassNAHRO July/August/September Newsletter
- Staff Report

8. ADJOURNMENT

There being no further business, Commissioner Slowinski moved and Commissioner Brown seconded a motion to adjourn the meeting at 7:53 PM. The next *annual and regular* meeting of the HRA Board of Commissioners is scheduled for **October 15, 2018** at **6:00PM** located at the Franklin County Regional Housing and Redevelopment Authority Agency Classroom, 241 Millers Falls Road, Turners Falls, MA 01376.

Respectfully submitted,



Frances Pheeny, Secretary ex officio

4. OTHER BUSINESS

Leslie Brown RDI Update: Commissioner Brown stated that the RDI Board of Director's met on August 27, 2018 and will be holding their September board meeting tomorrow, September 11, 2018 at 8:00AM.

She stated the majority of the August meeting was around Orange Teen House flooring issues.

She informed the board that G. Ohlund stated that there is a revision to the Sunderland Project as the wetlands are too close to the project. F. Pheeny stated that she will be attending a meeting with the DEP on Thursday, September 13, 2018 regarding whether or not the suggested relocation of the building on the site will be approved. She stated that over \$200,000 has already been spent on this project.

Adequate Housing Article:

No discussion

MassNAHRO July/August/September Newsletter:

No discussion

Board Member contact information:

No changes

5. STAFF REPORT:

No discussion

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

7. DOCUMENTS USED

- Minutes of the regular meeting held August 6, 2018
- AP Warrant for August 2018
- HUD Fair Market Rents for FY19