



MINUTES
REGULAR MEETING –January 6, 2020
****** Amended******

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **January 6, 2020** At the Franklin County Regional Housing and Redevelopment Authority Kulik Meeting Room, 241 Millers Falls Road, Turners Falls, MA 01376.

1. CALL TO ORDER

Commissioner Prest called the meeting to order at 5:43PM.

Commissioners Present: D. Prest L. Brown S. Cottrell M. Slowinski
F. Williams J. Atwood S. Hamdan

Absent: L. Cornish

Staff Present: G. Govoni W. Brierley-Bowers P. Parmakian

Guest: None

G. Govoni introduced P. Parmakian as the new Director of Property and Asset Management.

P. Parmakian shared her many years of experience as a Director of Property manager, various administrative roles and as an Interim Executive Director.

The Board welcomes P. Parmakian to HRA.

2. ACTIONS:

Minutes: Commissioner Cottrell moved and Commissioner Prest Atwood seconded a motion to approve the minutes of the November 4th 2019 Annual Board Meeting as amended.

The minutes need to be amended to include the phrase, "Commissioner Moved and Commissioner seconded a motion" under the HAFIS 400-1 and MRVP votes.

17-387 Vote 6 in favor; 0 opposed; 0 abstaining

Minutes: Commissioner Atwood moved and Commissioner Prest seconded a motion to approve the minutes of the November 4th 2019 regular Board Meeting as presented.

17-388 Vote 6 in favor; 0 opposed; 0 abstaining

Minutes: Commissioner Atwood Motioned and Commissioner Prest seconded a motion to approve the November 25th 2019 Special Meeting.

17-389 Vote 6 in favor; 0 opposed; 0 abstaining

Commissioner Williams arrived at 5:50PM.

AP Warrant: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the accounts payable warrant summary for November 2019 as presented.

Commissioner Brown requested a detailed list to be sent to the board.

G. Govoni stated that the complete AP Warrant document will be emailed to the Board for both November and December.

17-390 Vote 7 in Favor; 0 opposed; 0 abstained

AP Warrant: Commissioner Atwood motioned and Commissioner Hamdan seconded to approve the accounts payable warrant summary for December 2019 as presented.

17-391 Vote 7 in Favor; 0 opposed; 0 abstained

Proposed HRA Board Meeting Schedule for 2020: Commissioner Brown moved and Commissioner Slowinski seconded a motion to approve the proposed HRA board meeting schedule for 2020 as amended.

Commissioner Brown and Commissioner Atwood are unable to attend the regular meeting scheduled on Monday, March 2, 2020, resulting in no quorum.

The Board approved to hold the regular March meeting on Tuesday, March 3, 2020 acknowledging that Commissioner Brown will still be unable to attend.

17-392 Vote 7 in favor; 0 opposed; 0 abstaining

Signature Authority in Bylaws: Commissioner Atwood moved and Commissioner Cottrell seconded a motion to approve an amendment to Article IV. Officers; Section 4, Treasurer.

G. Govoni explained that the current wording of the bylaws doesn't allow the Authority the ability to have someone who is not the Chair to have signature authority.. "The Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may by vote designate. The Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority, except as otherwise authorized by vote of the Authority or provided herein."

G. Govoni recommends the following sentence be added to the bottom of this section. "The Authority may by resolution designate one or more of the Commissioners to countersign such orders and checks, and may from time to time qualify, change or cancel any such designation."

She stated that this amendment would allow Commissioner Cottrell to continue on as a signatory even though she is no longer the HRA Board Chair, as well as, allows the Board the ability to designate one or more of the Commissioners to countersign orders and checks. This amendment would also alleviate having to change bank signatories on a yearly basis.

17-393 Vote 7 in favor; 0 opposed; 0 abstaining

Bylaws Remaining Signatory: Commissioner Atwood moved and Commissioner Prest seconded a motion to allow Commissioner Cottrell to remain as signatory to countersign such orders and checks, and may from time to time qualify, change or cancel any such designation.

17-394 Vote 7 in Favor; 0 opposed; 0 abstained

Davenport Certificate of Substantial Completion FISH # 358096 Squakheag Village

Parking Lot: Commissioner Atwood moved and Commissioner Hamdan seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to accept the Certificate of Substantial Completion for paving of the Squakheag Village parking lot in which the Housing Authority, through its undersigned representative hereby accepts from the Contractor, Clayton D. Davenport Trucking Inc., 130 Colrain Street, Greenfield, MA and has satisfied itself that the buildings and/or areas are to be occupied and or used 100% effective 12:00 Noon on October 23, 2019 .

No discussion.

17-395 Vote 7 in favor; 0 opposed; 0 abstaining

Final Payment on Office Building Renovation: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the final payment towards the office building renovation.

G.Govoni confirmed that the paperwork for the final payment was received on December 31st 2019, despite work completing in 2018.

No discussion.

17-396 Vote 7 in favor; 0 opposed; 0 abstaining

3. STAFF REPORTS

G.Govoni informed the Board that Property Management Department is currently staffed with 3 full-time property managers: one is H. Mackay, who has stepped down to a Property Manager role, Jason Malek, currently a temp to hire full-time employee, and Gizelle Gagne. We decided to do this to support that department with getting things back on track.

P. Parmakian said the department is focusing leasing up units. There's a Performance Management Review scheduled for HRA on January 30 and SHA on February 6. The PMR is a State review. They look at work orders and unit inspections. They have a new procedure in place in which now their findings will be published. Everyone is working hard to move forward in the right direction.

G. Govoni reported that the RDI LIHTC Investor Exit has been completed. The Moltenbrey is now officially independent from MHIC.

She also reported that the Sunderland Senior Housing Project was approved to complete the One Stop Application which is due February 20, 2020. A payable from HRA will help support the financial requirements to pay for the application fee.

G. Govoni provided a brief vacancy update. There are currently 3 vacant units at Highland Village and we're still at 50% vacancy at Orange Teen House. Two meetings have occurred with Dial Self and they have not made any forward motion on building a waitlist. If progress hasn't been seen to fill units in one more month, then we will be examining our options to ensure that the property is accessible by the population it was designed to serve.

There is concern from the OTH Board that Dial Self's lack of presence in the retail space of the building makes it appear vacant, and that this invites unwanted activity, including smoking on premises and congregating behind the building.

5. OTHER BUSINESS

Leslie Brown RDI Update:

Commissioner Brown reported that the RDI Board didn't have a meeting in December. At the November meeting the Board elected its President, Vice President, Secretary and Treasurer. There is a Survey Monkey that the Board members are participating in Organizational Assessment Tool. The next meeting is Tuesday, January 14th. On March 20th the RDI Board will be meeting with consultant W. Carter to analyze the work she's been doing and how RDI will be moving forward.

G. Govoni stated W. Carter met with her in December and discussed the pipeline and potential for refinance of CCLP. We have commissioned an update to the capital needs assessment (CNA) for CCLP originally done in 2016 and a complete CNA will be done on Moltenbrey. They also met with the town planner in Montague to discuss possible development of mixed or low income housing development on 2 available parcels in Turners Falls. An RFP of one of those parcels could come about this summer.

Board Member contact information:

No changes.

6. DOCUMENTS FOR INFORMATIONAL PURPOSES:

- **PHN 2019-26-Notice of Funding Availability (NBOFA) for Creative Place-making Grants.** "Capital funds are available for improvements to sites, pathways, building exteriors, and interior and exterior common spaces in family and elderly developments through the new Creative Place-making Award Program."

G. Govoni reported that awards are limited to \$5,000 per public housing unit, up to a maximum of \$500,000 per development. Applications are due April 15, 2020.

Commissioner Atwood provided information about the Complete Streets Program through FRCOG. For example the Program could assist with improvements needing to be made to sidewalks; this grant could also compliment that program.

- **PHN 2019-27-FY20 Health & Safety Initiative: Small Project Grant Round.G.**
Govoni reported that HRA was awarded per unit funding through this grant to reinstall a stair lift at Winslow Wentworth and removing a tree at Highland Village.
- **PHN 2019-28-Massachusetts Stat-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance Policy Period-11/17/19 to 11/17/20.**
- **PHN 2019-29-Clarification of DHCD Standards for Reviewing Benefits Provisions of Local Housing Authority Executive Director Contracts.**
- **PHN 2019-30-Release of Updated Top 5 Compensation Form**
- **PHN 2019-31-CHAMP Tenant Selectin Performance Area in Performance Management Reviews.**

7. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

8. DOCUMENTS USED

- November 4, 2019 Annual Meeting Minutes
- November 4, 2019 Regular Meeting Minutes
- November 25, 2019 Special Meeting Minutes
- November 2019 AP Warrant
- December 2019 AP Warrant
- Proposed Board Meeting Schedule for 2020
- Davenport Certificate of Substantial Completion
- Office Building Renovation Final Payment
- PHN 2019-26
- PHN 2019-27
- PHN 2019-28
- PHN 2019-29
- PHN 2019-30
- PHN 2019-31

9. ADJOURNMENT

There being no further business, Commissioner Slowinski moved and Commissioner Atwood seconded a motion to adjourn the meeting at 6:35PM. The next *regular* meeting of the HRA Board of Commissioners will be held on **Monday, February 3, 2020 at 5:30PM** and will be located at the Franklin County Regional Housing and Redevelopment, Kulik Meeting Room, 241 Millers Falls Road, Turners Falls, MA 01376.

Respectfully submitted,



Gina Govoni, Secretary Ex officio