



**MINUTES
REGULAR MEETING –JULY 16, 2019**

******AMENDED******

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **July 16, 2019** 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 Cottrell called the meeting to order at 5:33PM.

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

Commissioners Absent: None

Staff Present: G. Govoni J.Carey L. Cornish G. Ohlund

Guest: None

The Board welcomes Gina Govoni, new Executive Director of HRA.

2. ACTIONS:

Forgiveness Request Appeal: Commissioner Atwood moved and Commissioner Slowinski seconded a motion to authorize Glen Ohlund, Director of Community Development to initiate option 3 as presented in the next steps with the homeowner's Loan Forgiveness Request.

G. Ohlund reported that in CD policy manual there is a section that covers subordination requests for those individuals getting rehab loans, along with a Forgiveness policy which is referred to in cases of substantial financial situations. The process to follow is that if someone is asking for forgiveness, they are to provide details regarding their financial situation.

He informed the Board that there is a Forgiveness Committee which encompasses a member of the HRA Board of Commissioners, HRA Executive Director, HCEC Director and CD Director.

He further reported that the client seeking forgiveness for the second time. At the client's first request, the Forgiveness Committee forgave half of her loan and Community Development received repayment of half of the balance. This is an additional request as the client is now facing a financial hardship and would like to use all of the proceeds from the sale of the home. The client did not provide the documents requested by Community Development to show her financial situation. Rather, she directly contacted the Governor's office and HUD who then contacted DHCD, in turn bringing it to the department's attention.

When questioned as to why he didn't inform the Forgiveness Committee of this client's second request, G. Ohlund stated that all decisions by the Forgiveness Committee are final and as previously stated a determination was made upon her first request.

The Board reviewed the options provided by G. Ohlund. They determined that best option to settle this would be the third option presented which was recommended by Mark Southard from DHCD. This option would be forgiving the first loan completely and accept a partial repayment of approximately 1/3 of the second loan (\$12,900), meaning the homeowner would be repaid approximately \$16,450.

G. Govoni also recommended that the Forgiveness Committee meet to review and develop a new policy for documentation and to clarify the appeal process.

17-316 Vote 7 in favor; 0 opposed; 0 abstaining

Amendment to FY16 Bernardston Tri Town Community Development Block Grant:

Commissioner Atwood moved and Commissioner Slowinski seconded a motion to authorize the Executive Director, Gina Govoni, as contracting officer, to approve the Amendment to Agreement By and Between Town of Bernardston (TOWN) and Franklin County Regional Housing and Redevelopment Authority (HRA/Consultant) dated August 25, 2016, to extend the Time of Performance for the services of HRA to reflect the Grant Extension approved by DHCD on June 24, 2019, which extends grant program activities to December 31, 2019.

G. Govoni reported that Community Development had exceeded the number of rehab units and while they did well with the timing of rehabbing those units, they now need an extension in order to expend the remaining funds by the end of the calendar year.

17-317 Vote 7 in favor; 0 opposed; 0 abstaining

Minutes: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the minutes of the June 3, 2019 regular meeting of the Board as prepared.

G. Govoni inquired as to the performance evaluation template and process.

L. Cornish stated it's usually done after 6 months of employment and then yearly.

The Board believes a performance evaluation is completed by the Board Chair.

G. Govoni asked J. Carey to provide her with her predecessor's evaluation template to see if it's the same type of format as the one used for staff.

17-318 Vote 6 in favor; 0 opposed; 1 abstaining

AP Warrant: Commissioner Atwood moved and Commissioner Prest seconded a motion to approve the accounts payable warrant for June 2019.

G. Govoni inquired as to what the AP Warrant reflects.

L. Cornish reported that it reflects all payments of HRA.

17-319 Vote 7 in favor; 0 opposed; 0 abstaining

Approve the Executive Director Salary Calculation Worksheet as Amended:

Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the Executive Director Salary Calculation Worksheet as amended.

Commissioner Atwood reported that on June 3, 2019 the HRA Board of Commissioner approved the Executive Director contract for Gina Govoni, in which the language followed DHCD's template as much as possible. The entire packet was assembled and sent to DHCD the following day. An email was also sent to C. Gonzalez and L. Taylor from DHCD emphasizing the need for their timely review of the documents to be completed by June 20.

An email response was received by them on June 20, 2019 stating that they were returning the original packet back to HRA and enclosed would be a letter of request for Executive Director Contract revisions.

The letter has been reviewed in its entirety and a response letter has been created to address those listed items, with the exception of the following actions that need Board approval.

Commissioner Atwood proposes that the Board, as the hiring authority, agrees to accept DHCD's suggestions or reconcile their suggestions except for the following:

1. The negotiated salary remains as is.
2. The negotiated benefit of vacation (3 weeks in advance of earned accrual) and sick leave amounts will remain as is as they are appropriate for the experience, expertise G. Govoni brings to the Executive Director position.

Commissioner Atwood closed by stating that should DHCD decline signing the E.D. Contract, there is support from Representative Natalie Blais and Senator Adam Hinds to meet directly with DHCD, along with herself and Linda Dunlavy, President of RDI Board of Directors.

17-320 Vote 7 in favor; 0 opposed; 0 abstaining

Amended Executive Director Contract between HRA Board of Commissioners and Gina Govoni as Presented: Commissioner Atwood moved and Commissioner Williams seconded a motion to approve the amended Executive Director Contract between the HRA Board of Commissioners and Gina Govoni as presented.

No discussion.

17-321 Vote 7 in favor; 0 opposed; 0 abstaining

Use of Advanced Vacation Time for Executive Director: Commissioner Prest moved and Commissioner Slowinski seconded a motion to approve the use of up to 75 hours of vacation time by Executive Director, G. Govoni, in advance of earned accrual.

No discussion.

17-322 Vote 7 in favor; 0 opposed; 0 abstaining

HCEC Manager as Contracting Officer for RAFT and HomeBASE Contracts: Commissioner Williams moved and Commissioner Atwood seconded a motion to authorize Amanda Watson, HCEC Manager, as contracting officer, to execute RAFT and HomeBASE contracts with DHCD with dates of serving being July 1, 2019 and

continuing for the duration of her employment as HCEC Manager at Franklin County Regional Housing and Redevelopment Authority.

No discussion.

17-323 Vote 7 in favor; 0 opposed; 0 abstaining

FY20 RAFT Contract: Commissioner Prest moved and Commissioner Williams seconded a motion to authorize Amanda Watson, HCEC Manager, as contracting officer, to execute a contract with DHCD for the operation of the RAFT program in Franklin County with the contract dates of service being July 1, 2019 to June 30, 2020, and to authorize the Executive Director to execute the Signatory Agreement to Advanced Funding.

No discussion.

17-324 Vote 7 in favor; 0 opposed; 0 abstaining

FY20 HomeBase Contract: Commissioner Atwood moved and Commissioner Prest seconded a motion to authorize Amanda Watson, HCEC Manager, as contracting officer, to execute a contract with DHCD for the operation of the HomeBASE program in Franklin County with the contract dates of service being July 1, 2019 to June 30, 2020, and to authorize the Executive Director to execute the Signatory Agreement to Advanced Funding.

No discussion.

17-325 Vote 7 in favor; 0 opposed; 0 abstaining

Cori Policy: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the revisions of Appendix B of HRA's CORI Policy, in which the following Department Titles are added to be authorized to request and view CORI through the ICORI System and to remove Frances Pheeny, Timothy Dowd, Kimberly Mosio, Joan Katz and Madelaine Taft-Ferguson.

Appendix B

Employees Authorized to Request and View CORI through the ICORI System:

TITLE	AUTHORIZATION
Executive Director	All CORI Applicants
Director of Leased Housing	Leased Housing Applicants
Leased Housing Representative	Leased Housing Applicants

Personnel Coordinator/Staff Accountant	All CORI Applicants
Director of Finance	All CORI Applicants
Director of Property Management & Procurement	State Aided & Rental Housing Applicants
Property Managers	State Aided & Rental Housing Applicants
Executive Administrative Assistant	All CORI Applicants

L. Cornish reported that the most recent CORI Policy had people listed by name as to who had authorization and we felt that it would best serve to have authorization listed by Departments. A future change will be to add Director of Property Management and Procurement to be authorized to review all CORI applicants.

No discussion.

17-326 Vote 7 in favor; 0 opposed; 0 abstaining

DHCD Project # 358096-Paving Repairs, Squakheag Village 667-2 and Congress Street

705-1B: Commissioner Atwood moved and Commissioner Slowinski seconded a motion to authorize and approve Executive Director, Gina Govoni, as contracting officer, to enter into an agreement by and between Franklin County Regional Housing & Redevelopment Authority ("Owner") and Clayton D. Davenport Trucking, Inc. ("Contractor") to perform all Work required by the Contract Documents for Paving Repairs, Squakheag Village 667-2 & Congress Street 705-1B, DHCD Project #358096 for the Franklin County Regional Housing & Redevelopment Authority in Northfield and Orange, Massachusetts in accordance with Contract Documents prepared by Tighe & Bond, acting as, and referred to in the Contract Documents as the "Architect" for the Contract Sum of Two Hundred Fifty-Nine Thousand Dollars (\$259,000).

No discussion.

17-327 Vote 7 in favor; 0 opposed; 0 abstaining

HCV Annual Plan: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the FCRHRA Housing Choice Voucher Program Annual Plan submission to HUD and to authorize the Chair to execute any forms in connection with the Plan.

J. Carey read a summary on behalf of Director of Leased Housing, K. Reardon, as she was unable to attend the meeting. Once every 5 years PHA's are required by HUD to create a 5 year plan stating the PHA's mission, setting quantifiable goals and providing

an update to the goals set in the previous 5 year plan. Each year PHA's are also required to complete an annual plan giving a progress report on the previous 5 year plan and to declare if there are any new activities, audit findings or any revisions to the PHA plan.

HRA met or exceeded every goal that was set in the previous 5 year plan. For the new 5 year plan, each department was asked to set their own goal to be incorporated into the plan.

No discussion.

17-328 Vote 7 in favor; 0 opposed; 0 abstaining

HAP Contract: PBV Housing Assistance Payments Contract Existing Housing:

Commissioner Atwood moved and Commissioner Williams seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to execute an extension of the PBV Housing Assistance Payments Contract Existing Housing by and between Franklin County Regional Housing & Redevelopment Authority (PHA) and Pathlight, Inc. (Owner) in connection with 11 contract project-based vouchers listed in Exhibit A Part 2 of HAP Contract, effective July 17, 2019.

J. Carey read a summary on behalf of Director of Leased Housing, K. Reardon, as she was unable to attend the meeting. Pathlight, has a total of 11 Section 8 Project Based units located at 41 West Gill Road in Gill, 38 Boyle Road in Gill and 6 Sherman Drive in South Deerfield, the three locations are congregate group homes for disabled individuals. These 11 units have been project based for 10 years now and this contract extends the original term from 10 year to 20 years. The original contract was miss placed when it was executed therefore a new contract is being done now rather than an extension.

No discussion.

17-329 Vote 7 in favor; 0 opposed; 0 abstaining

3. STAFF REPORTS

L. Cornish reported that she's in the process of closing June financials.

4. EXECUTIVE DIRECTOR'S REPORT

G. Govoni thanked the Board for their time and particularly, J. Atwood, for all of the time she spent on the Executive Director Contract.

5. OTHER BUSINESS

Leslie Brown RDI Update:

Commissioner Brown reported that the RDI Board has not met since June. One is scheduled for August 6, 2019. Wendy Carter, the consultant hired by RDI will be presenting her report at the August 6 meeting and it will be shared with the HRA Board at the August 8 meeting.

Commissioner Slowinski reported that the Sunderland wetland that the abutter was concerned about regarding the Sunderland Senior Housing project is dry. This has been brought to the attention of the select board and comp com.

Board Development

Commissioner Cottrell inquired as to whether or not anyone had thoughts of potential board members.

Commissioner Williams recommended Raymond Lanza-Weil (from Buckland). Raymond is the new President of Common Capital. G. Govoni will contact him.

Commissioner Prest will also begin to look in her area (Northfield) as her term expires in September of 2020. She will be resigning at that time as she will be moving out of state. She noted that with her departure, it will be important to find another representative from North County.

Board Member contact information:

No changes.

6. DOCUMENTS FOR INFORMATIONAL PURPOSES:

PHN-HCVP Special Fees to accompany PIH Notice 2019-08 Admin Fee Set-aside

PHN 2019-07- Facility Condition, Accessibility and Sustainability Assessment of State-Aided Public Housing

Massachusetts State Aided Public Housing Tenant Satisfaction Survey: The Board reported they found this report very interesting. G. Govoni reported that it's important to give everyone the opportunity to provide feedback. Commissioner Atwood noted that the survey data from Franklin County may have been compared to southeaster MA PHA's because of confusion with Franklin, MA.

7. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

8. DOCUMENTS USED

- Forgiveness Request Appeal
- Town of Bernardston Amended Agreement
- Minutes of the regular meeting held June 3, 2019
- AP Warrant for June 2019
- Draft Response Letter to DHCD
- Executive Director Salary Calculation Worksheet
- Executive Director Contract of Employment
- FY20 RAFT Contract
- FY20 HomeBASE Contract
- Current HRA CORI Information Policy
- Draft Amended HRA CORI Information Policy
- DHCD Project #358096 Owner-Contractor Agreement-Paving Repairs, Squakheag Village 667-2 and Congress Street 705-1B
- Section 8 Housing Choice Voucher Program Annual Plan
- HAP Contract: PBV Housing Assistance Payments Contract Existing Housing
- Public Housing Notice 2019-17
- Resident Survey: State Wide Results Summer 2016-2018
- NERC Journal July 2019

9. ADJOURNMENT

There being no further business, Commissioner Cottrell moved and Commissioner Atwood seconded a motion to adjourn the meeting at 6:46PM. The next *regular* meeting of the HRA Board of Commissioners is **to be determined** 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