



**FRANKLIN COUNTY REGIONAL HOUSING &  
REDEVELOPMENT AUTHORITY**

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

**MINUTES  
SPECIAL MEETING – March 19, 2018**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **March 19, 2018** at the Montague Town Police Department Community Room located at 180 Turnpike Road, Turners Falls, MA.

**1. CALL TO ORDER**

Commissioner Cottrell called the meeting to order at 6:00 PM

Commissioners Present:           L. Brown           S. Hamdan  
  J. Tuttle           S. Cottrell  
  M. Slowinski     J. Atwood  
  B. Parkin

Commissioners Absent:           D. Prest

Staff Present:                     F. Pheeny           J. Carey     B. McHugh

Guest: None

**2. EXECUTIVE DIRECTOR'S REPORT:**

F. Pheeny expressed her great appreciation to B. McHugh as he assisted her all weekend with RCAT and the procurement process for the needed renovations for the new building. She also commended him for his extreme helpfulness with being present and assisting with the issues that have arose upon the walk through at the new Agency location of 241 Millers Falls Road, Turners Falls, MA. She informed the board she will have more information to provide to the board at our regular scheduled meeting that is scheduled to be held on Monday, April 2, 2018.

**3. ACTIONS**

**Minutes:** Commissioner Tuttle moved and Commissioner Atwood seconded a motion to approve the minutes of the March 5, 2018 regular meeting of the Board as prepared.

No discussion

17-154 Vote 7 in favor; 0 opposed; 1 abstaining

**Approve the Annual Operating Budget for State-Aided Housing of FY18 of Franklin County Regional Housing Authority Program MRVP:**

Commissioner Parkin moved and Commissioner Tuttle seconded a motion to approve the proposed Operating Budget for State-Aided Housing of the **Franklin County Regional Housing Authority** (ie. 400-1, 400-A, 689, MRVP), Program number **MRVP** for fiscal year ending **9/30/2018** showing total revenue of **\$16,320** and total expenses of **\$15,045** thereby requesting a subsidy of **\$0** be submitted to the Department of Housing and Community Development for its review and approval.

F. Pheeny reviewed that this vote was tabled at the last meeting, held on March 5, 2018 as there was a \$500 discrepancy found between what was documented on the actual budget and what was submitted to DHCD. After speaking with DHCD, it was determined that the monies they're giving the Agency for I.T., should be charged into the public housing line. This correction has been made.

No discussion.

17-155 Vote 7 in favor; 0 opposed; 0 abstaining

**Approve the Contribution Agreement between HRA and RDI:**

Commissioner Tuttle moved and Commissioner Brown seconded a motion to approve and authorize the Executive Director, as contracting officer, to execute the Contribution Agreement between Rural Development, Inc. ("RDI"), a Massachusetts nonprofit organization with an address of 42 Canal Road, Turners Falls, Massachusetts and Franklin County Regional Housing and Redevelopment Authority ("FCHRA"), a public housing authority with an address of 42 Canal Road, Turners Falls, Massachusetts, in which RDI will pay FCHRA twenty eight percent (28%) of the total operating costs of the facilities located at 241 Millers Falls Road, Montague, Massachusetts.

F. Pheeny explained that this Contribution agreement is in place of the original lease agreement per request of the RDI board members. The RDI board members have approved the Contribution Agreement and Greenfield Savings Bank has accepted it as well.

No discussion

17-156 Vote 7 in favor; 0 opposed; 1 abstaining

**Authorize the execution of a contract with Clayton D. Davenport Trucking, Inc. for ADA Accessible Walkway Project:** Commissioner Parkin moved and Commissioner Atwood seconded a motion to approve and authorize the Executive Director, as contracting

officer, to execute a contract by and between Clayton D. Davenport Trucking, Inc. and the Franklin County Regional Housing and Redevelopment Authority as recommended by Graves Engineering, Inc., for the installation of an ADA Accessible Walkway.

F. Pheeny informed the board that this contract is to install an ADA accessible walkway at the Winslow Wentworth building. Currently the emergency egress is not in a suitable location in the building that allows for tenants to safely exit the building in case of an emergency. She also informed the board that a DHCD engineer and RCAT are overseeing the project.

Commissioner Slowinski informed the board that while he doesn't object to approving a contract with Clayton D. Davenport Trucking, Inc. to do the job, he does suggest that more research be done regarding the contractor's experience in using concrete. He emphasized that the walkway needs to be built with precise specifications in order to meet ADA compliance and companies who have a lot of experience in laying concrete have been known to have to re-do an ADA accessible walkway.

F. Pheeny stated that she will send an email to Graves Engineering, Inc. and inquire as to their knowledge of Davenports work.

17-157 Vote 7 in favor; 0 opposed; 0 abstaining

**Approve Department of Standard Wage Rates for Maintenance Mechanic/Laborers:**

Commissioner Parkin moved and Commissioner Atwood seconded to approve and authorize the Executive Director, as contracting officer, to execute in accordance with the provisions of M.G.L. ch.121B, s.29, the minimum wage rates, which have been revised and apply from April 1, 2018 through March 31, 2019, to be paid by Franklin County Regional housing and Redevelopment Authority for the job classification(s) appearing below:

<u>Housing Authority Job Title</u>	<u>Minimum Base Rate/Hour</u>
Maintenance Mechanic/Laborer	\$23.00
Maintenance/Groundskeeper/Custodian	\$21.59

F. Pheeny informed the board that annually the Department of Labor issues their set wages. This year it is a minimal increase.

No discussion

17-158 Vote 7 in favor; 0 opposed; 0 abstaining

#### **4. OTHER BUSINESS**

**Leslie Brown RDI Update:** Commissioner Brown informed the board that the RDI board had a phone conference last week, due to the snow storm, regarding the Contribution Agreement. She stated that the RDI board approved the Contribution Agreement, but has tabled the Management Agreement as they want to review this agreement in more detail.

#### **Board Member contact information:**

No changes

#### **5. Staff Report:**

B. McHugh provided the board with an update on the new Agency building. He informed the board that last Friday he met with a representative from RCAT, the architect from DHCD and the engineer to do a walk through in order to evaluate the work that needs to be done before and after the Agency moves in. Once that's all determined then those results will be put into an RFP. The water and radiant flooring are currently turned off for the winter, however, they will be turned back on next week and he, along with F. Pheeny will return to the site to evaluate them.

F. Pheeny added that when she walked through the building last summer, everything was working.

B. McHugh stated that nothing indicates there is or has been a problem. It just appears that the building has been winterized for the season. He stated that the RFP for the architect is to have the scope of work added on if it's needed once things are turned on.

B. McHugh also informed the board that the recent visit provided a more clearer picture of what needs to be worked on immediately and what will need to be done once the Agency moves in. A few examples of immediate work will be to design the receptionist area and creating a small kitchen area.

Commissioner Brown inquired about a sprinkler system.

B. McHugh informed the board that there currently isn't a sprinkler system, and believes we'll be grandfathered in not needing to install one. However, he will contact the fire department to be sure the building is in compliance with their expectations.

Commissioner Parkin inquired as to the progress with the buyers of 42 Canal Street.

F. Pheeny confirmed that the closing will be on April 30.

Commissioner Slowinski inquired as to the results of the septic system at 42 Canal Street.

B. McHugh stated that the septic was worked on today and the contractor who did the work feels that there will not be a need to purchase the metal plate to cover the tank area, as originally thought would be needed by the Board of Health.

## **6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE**

## **7. DOCUMENTS USED**

- Minutes of the regular meeting held March 5, 2018
- Annual Operating Budget for State-Aided Housing FY18 of Franklin County Regional Housing Authority Program MRVP
- Contribution Agreement between HRA and RDI
- Graves Engineering, Inc. bid analysis and recommendation letter recommending Clayton D. Davenport Trucking, Inc. for ADA Accessible Walkway Project
- Department of Standard Wage Rates for Maintenance Mechanic/Laborers

## **8. ADJOURNMENT**

There being no further business, Commissioner Parkin moved and Commissioner Atwood seconded a motion to adjourn the meeting at 6:27 PM. The next regular meeting of the HRA Board of Commissioners is scheduled for April 2, 2018 at 6p.m. at the Montague Town Police Department Community Room, 180 Turnpike Road, Turners Falls, MA.

Respectfully submitted,

Frances Pheeny, Secretary ex officio