



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

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

**MINUTES
REGULAR MEETING – March 5, 2018**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **March 5, 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 6:04 PM

Commissioners Present: L. Brown S. Hamdan
 J. Tuttle (by phone) S. Cottrell
 M. Slowinski J. Atwood
 D. Prest

Commissioners Absent: B. Parkin

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

Guest: None

2. EXECUTIVE SESSION: Executive Session was not held due to the improper posting of the agenda.

3. EXECUTIVE DIRECTOR'S REPORT:

F. Pheeny provided the board with updates regarding the purchase of 241 Millers Falls Rd, Turners Falls, MA. She stated progress is being made. The staff was able to do a walk through earlier in the day and is very excited about the move. She informed the board that DHCD is supporting the move and working with us to keep the process moving along.

F. Pheeny also briefly shared an update regarding last month's Executive Session.

4. ACTIONS

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

No further discussion.

17-135 Voted 6 in favor; 0 opposed; 1 abstaining

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

No discussion.

17-136 Voted 6 in favor; 1 opposed; 0 abstaining

FY18 HCEC Contract Amendments: Commissioner Atwood moved and Commissioner Brown seconded a motion to authorize the Chair to execute an amended contract between HRA and the Department of Housing and Community Development for all services provided under the Housing Consumer Education Center Program in the amount of \$196,959.00 for services provided from July 1, 2017 through June 30, 2018.

17-137 Vote 7 in favor; 0 opposed; 0 abstaining

McCright & Associates, LLC Agreement for HQS inspections for the Section 8 Program: Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve and authorize the Executive Director, as contracting officer, to authorize an agreement by and between McCright & Associates, LLC (Inspector) and Franklin County Regional Housing and Redevelopment Authority (HRA), to perform federally-mandated quality control Housing Quality Standards (HQS) inspections of residential units subsidized under HRA's Housing Choice Voucher Program.

17-138 Vote 7 in favor; 0 opposed; 0 abstaining

Annual Operating Budget for State-Aided Housing FY18 of Franklin County Regional Housing Authority Program Number 400-1: Commissioner Prest moved and Commissioner Brown 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 **400-1** for fiscal year ending **9/30/2018** showing total revenue of **\$597,038** and total expenses of **\$593,227** thereby requesting a subsidy

of **\$221,346** be submitted to the Department of Housing and Community Development for its review and approval.

F. Pheeny informed the board that for the first time in many years the public housing division is not operating in a deficit. This is due to receiving a 10% increase from DHCD

F. Pheeny also stated that this also gives her the opportunity to adjust line items. A lot of money went into paying maintenance for overtime because of the time it took for them to remove snow at the properties, not allowing them to be available to complete work orders and regular daily tasks. Next year the hope is to have all properties will be have contractors hired to do the snow removal.

17-139_Vote 7 in favor; 0 opposed; 0 abstaining

Annual Operating Budget for State-Aided Housing FY18 of Franklin County Regional Housing Authority Program MRVP: Commissioner Prest moved and Commissioner Brown seconded a motion to table this vote for the next board meeting in order for F.Pheeny to confirm with the fee accountant as to whether or not the total revenue numbers and total expense numbers are documented correctly on the Operating Budget.

17-140 Vote 7 in favor; 0 opposed; 0 abstaining

Approve the Executive Director Salary Calculation Work sheet: Commissioner Prest moved and Commissioner Brown seconded to authorize the Chair to approve the Department of Housing and Community Development Local Housing Authority Executive Director Salary Calculation Worksheet effective for Fiscal Years Beginning: July 1, 2017, October 1, 2017, January 1, 2018, April 1, 2018.

17-141 Vote 6 in favor; 0 opposed; 1 abstaining

Approve the Purchase and Sale Agreement for 241 Millers Falls Road, Montague and the use of \$33,000 from Agency Reserves for a deposit: Commissioner Slowinski moved and Commissioner Brown seconded a motion to approve and authorize a vote in the form attached herto as Exhibit A and to authorize the Executive Director, as contracting officer, to use thirty three thousand dollars (\$33,000) from Agency reserves for a deposit.

F. Pheeny informed the board that it was required by DHCD that the language for #20 "The Buyer's performance is conditioned upon approval of this agreement by the Massachusetts Department of Housing and Community Development", be added to the agreement. DHCD, as well as the Seller, have agreed to the terms of the P &S.

F. Pheeny informed the board that several local vendors were contacted regarding their rates on the mortgage balance that is not being covered by deposit or DHCD. Greenfield Savings bank can provide us with 4 1/8 interest rate over a 10 year period of a 25 year term mortgage. Every 5 years period afterwards the interest rate can change. She stated that at the next board meeting budgets will be presented to the board.

17-142 7 in favor; 0 opposed; 0 abstaining

Approve the revised management agreement between HRA and RDI: Commissioner Brown moved and Commissioner Prest seconded a motion to authorize the Board Chair, to execute a management agreement with Rural Development, Inc for a period from March 5, 2018 to March 5, 2020 to provide all staff and management services for RDI.

F. Pheeny informed the board that The Rural Development, Inc Board asked there to be revisions made to the original management agreement as they needed more clarity about their role and language added regarding default and bankruptcy. The RDI board is asking that from here on forward, the management agreement is reviewed every 2 years.

17-143 7 in favor; 0 opposed; 0 abstaining

Lease for 241 Millers Falls Road, Montague, MA between HRA and RDI: Commissioner Atwood moved and Commissioner Brown seconded a motion to authorize the Board Chair, to execute a 5 year lease agreement with Rural Development Inc for space at 241 Millers Falls Road, Montague, MA.

F. Pheeny stated that at the request of the RDI Board, the lease has been revised to incorporate specific language under the Default and Bankruptcy section.

17-144 6 in favor; 0 opposed; 1 abstaining

Purchase of 241 Millers Falls Road: At a meeting of the Board of Commissioners of the Franklin County Regional Housing and Redevelopment Authority (the "Agency") on March 5, 2018, pursuant to the provisions of the General Laws of the Commonwealth of Massachusetts, as amended, and the bylaws of the Agency, said Board of Commissioners hereby adopted the following votes:

Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve that the Agency enter into an agreement to purchase from Miller Falls Road, LLC the property at 241 Millers Falls Road, Montague Massachusetts (the Property), for a sum of not to exceed \$550,000.00 on the terms and conditions set forth by the Executive Director at the meeting.

17-145 7 in favor; 0 opposed; 0 abstaining

Commissioner Brown moved and Commissioner Atwood seconded a motion that the Agency enter into a financing with Greenfield Savings Bank for a loan in an amount not to exceed \$312,500.00 for the purchase of the Property and execute and deliver a note, mortgage, loan agreement and such other documents as Greenfield Savings Bank reasonably requires in connection with such financing.

17-146 7 in favor; 0 opposed; 0 abstaining

Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve that Sharon Cottrell, as Chair of the Board of Commissioners, Leslie Brown, as Treasurer, and Frances Pheeny as Executive Director either singly or jointly are hereby authorized to execute a purchase agreement, settlement statement and such other documents as may be reasonably required to effectuate the foregoing transactions;

17-147 7 in favor; 0 opposed; 0 abstaining

Commissioner Brown moved and Commissioner Slowinski seconded a motion to authorize that the actions of the agents, servants and employees of the Agency in furtherance of the foregoing transactions above are hereby ratified and confirmed.

17-148 7 in favor; 0 opposed'; 0 abstaining

SNI Companies Direct Hire Service Agreement: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve and authorize the Executive Director, as contracting officer, to execute a direct hire service agreement contingent on the hiring of a candidate referred by one of the SNI Company offices. SNI Companies, a GEE Group Inc. company agrees to a fee of 20% of the agreed annual starting salary of the candidate.

Finance Director L. Cornish informed the board that this company offers better terms than that of the previous one used. This agreement states that if the full fee is paid within thirty (30) calendar days from invoice date, a one hundred twenty (120) calendar day guarantee will be in effect. Otherwise, a thirty (30) calendar day guarantee will be in effect. The company used in the past only offered a 90 day refund and 15 calendar day guarantee.

17-149 7 in favor; 0 opposed; 0 abstaining

Award a Contract (Septic Replacement): Commissioner Atwood moved and Commissioner Prest seconded a motion to approve and authorize the Executive Director, as contracting officer, to execute a contract between Franklin County

Regional Housing and Redevelopment Authority and Renaissance Excavating, Inc. to perform septic repair and replacement services described in the Scope of Services in compliance with Montague Health Department correspondence dated January 24, 2018. The contractor shall commence work under this contract on 3/12/18 and complete the replacement on by March 30, 2018. The owner shall pay the Contractor, in current funds, for the performance of the work, subject to additions and deductions by Change Order, an amount not to exceed \$1,000.00. Agreed price per the submitted proposal is \$8,575.00.

Commissioner Slowinski suggested that the address of 42 Canal Road, Turners Falls, MA 01376, be added to the contract.

17-150 7 in favor; 0 opposed; 0 abstaining

Empower Retirement Plan Service Center Authorization Form: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve and authorize the Director of Finance, as well as the Finance & Personnel Coordinator as the Plan Sponsor's to have access and authority to perform various functions, including, but not limited to, on-line contribution processing, obtaining the plan and participant data, requesting/downloading plan files and reports, and approving on-line disbursements. L. Cornish informed the board that this authorization form will give her and H. Mackay access to the compensation plan account to access and confirm the amount of deductions in the account that go to those employees that participate in this plan.

17-151 7 in favor; 0 opposed; 0 abstaining

OTHER BUSINESS

Leslie Brown RDI Update: Commissioner Brown reported that the RDI board met last Tuesday where L. Cornish and F. Pheeny presented some scenarios regarding the move to 241 Millers Falls Road, Turners Falls, MA and reviewed the lease. This conversation occurred before there was the information shared with this board this evening regarding Greenfield Savings Bank, so for the next meeting there will be more solid figures to share with the RDI board.

Commissioner Brown also shared that G. Ohlund presented updates regarding the Sunderland Project and how it's very encouraging to see this entire progress begin to unfold.

Commissioner Brown stated that the RDI board has asked to be kept updated with information regarding the Town of Shelburne.

PHN: 2018-05 Wage Match: Safeguarding of Department of Revenue (DOR)

information: Commisioner Prest moved and Commissioner Atwood seconded a motion to authorize the board Chair and the Executive Director, as contracting officer, to sign and execute the Wage Match Acknowledgement Agreement regarding confidentiality of information DOR disclosure and security training for safeguarding information.

17-152 7 in favor; 0 opposed; 0 abstaining

Center on Budget and Policy Priorities article: Chart Book: Employment and Earnings for Households Receiving Federal Rental Assistance: F. Pheeny gave a brief review of how this affects people who receive Section 8. The proposed changes in the current administrative budget are concerning.

Meeting of Franklin Regional Retirement Board Agenda Memorandum 1-Retiree's COLA to 3%: F. Pheeny encouraged the board to read this article as their schedule allows.

No further discussion

Staff Report: F. Pheeny encouraged the board to read the staff report as their schedule allows.

No further discussion

Other Business not reasonably anticipated 48 hours in advance:

General Depository Agreement U.S. Department of Housing and Urban Development:

Commissioner Brown moved and Commissioner Prest seconded a motion to approve and authorize the board Chair and the Executive Director, as contracting officer, to execute an agreement by and between Franklin County Regional Housing and Redevelopment Authority of 42 Canal Road, Turners Falls, MA 01376 and Greenfield Savings Bank located at 400 Main Street, Greenfield, MA 01302 whereas, the Department of Housing and Urban Development (herein called "HUD") has entered into one or more contracts (herein called the "Contract" with the HA for the purpose of providing financial assistance to develop and operate lower income housing projects, as authorized by the United States Housing Act of 1937, as amended (42 USC 1437, et seq.); and whereas, under the terms of the Contract the HA is required to select as depositories of its funds, financial institutions whose deposits or accounts are insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund (NCUSIF) as long as this Agreement is in force and effect.

17-153 7 in favor; 0 opposed; 0 abstaining

4. DOCUMENTS USED

- Minutes of the regular meeting held February 5, 2018
- AP Warrant February 2018
- FY 18 HCEC Contract Amendments
- McCright & Associates, LLC Agreement for HQS inspections for the Section 8 program
- Annual Operating Budget for State-Aided Housing FY18 of Franklin County Regional Housing Authority Program Number 400-1
- Annual Operating Budget for State-Aided Housing FY18 of Franklin County Regional Housing Authority Program MRVP
- Executive Director Salary Calculation Work Sheet
- Purchase and Sale Agreement for 241 Millers Falls Road, Montague
- Revised management agreement between HRA and RDI
- Lease Agreement for 241 Millers Falls Road, Montague, MA between HRA and RDI
- Summary of the financing from Greenfield Savings Bank
- Vote of the Board of Commissioners
- SNI Companies Direct Hire Service Agreement
- Septic Replacement Contract
- Empower Retirement Plan Service Center Authorization Form
- PHN 2018-05 Wage Match: Safeguarding of Department of Revenue (DOR) information
- Center on Budget and Policy Priorities Article: Chart Book: Employment and Earnings for Households Receiving Federal Rental Assistance
- Meeting of the Franklin Regional Retirement Board Agenda Memorandum 1-Retiree's COLA to 3%
- General Depository Agreement
- Staff Report
- NAHRO March 2018 Newsletter
- Report on the Residential Assistance for Families in Transition Program (RAFT) in Fiscal Year 2017

5. ADJOURNMENT

There being no further business, Commissioner Atwood moved and Commissioner Prest seconded a motion to adjourn the meeting at 7:45 PM.

Respectfully submitted,

Frances Pheeny, Secretary ex officio