



MINUTES
SPECIAL MEETING –November 25, 2019

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **November 25, 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 Atwood called the meeting to order at 5:31PM.

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

Commissioners Absent:

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

Guest:

2. ACTIONS:

Approve Top 5 Compensation: Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve the Top 5 Compensation.

L. Cornish reported that the e.d. was in budget but the interim was not, therefore the document looked different. The difference to budget was the cdgb compensated budget payed out when he left. Some of the difference in amount is from H. Mackay stepping in part way through the year as asset management.

17-384 Vote 7 in favor; 0 opposed; 0 abstaining

Certify FY19 Year End Financial Statement: Commissioner Atwood moved and Commissioner Cottrell seconded the vote to approve the FY 19 year-end financial statement.

L. Cornish began the review of the FY19 Financial Statements. Rents were down this year and penalties had to be paid. Labor is lower than budget as we were able to charge back moving time from our Property Management and maintenance staff moving residents in and out of Shelburne units to make room for projects.

Materials and supplies jumped due to the amount of maintenance done in units. Several projects were never completed in their entirety. H. Mackay has been informed to keep a closer eye on these charges.

Net income deficit #58 was indicated to be mostly depreciation that was not budgeted. Sue confirmed that this should not be budgeted and there will always be a difference there. Bad debt was not added into the budget. L. Cornish indicated that HRA is no longer taking security deposits.

Balance Sheet: L. Cornish noted that by the end of the year there were 4 quarters in 2017 not paid for. The total penalties equaled \$42,000 with a few more expected to join the total before years end. Units uninhabited for more than 60 days receive the penalties, and a few properties have remained vacant for several years. L. Cornish explained that a few properties are difficult to Lease due to their size and/or the lack of someone watching the properties. G. Govoni noted that vacancies were down from 15 in July to 10/11 and improving steadily. However it was felt that more focus on daily management was needed. New leadership for the Property Management department is needed and the search is underway.

17-385 Vote 7 in favor; 0 opposed; 0 abstaining

3. OTHER BUSINESS

It was decided that there will be no December meeting. January 6th is the next meeting date. Commissioner Hamdan will not be present; no other absences are noted at the time. Quorum will be sent out the standard week before the meeting.

The Budget discussed in the meeting prior: a 2% increase has been made across the board and more substantial changes that were out of line with peers or taken on more responsibilities. 8% for the assistant of C.D. which has moved to Director's seat, we have increased his salary (which is still below the prior C.D.) and is more in line with salaries in community development out there.

4. DOCUMENTS FOR INFORMATIONAL PURPOSES:

5. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

McCright inspection agreement: Commissioner Atwood moved and Commissioner Williams seconded a motion to approve and authorize Executive Director, Gina Govoni, as contracting officer, to enter into an agreement by and between Franklin County Regional Housing & Redevelopment Authority (HRA) and McCright & Associates in which the Inspector shall provide services under this Agreement for a period of one year, beginning January 1, 2020 and ending on December 31, 2020.

G. Govoni reports a new inspection service is working with HRA. Geosite will no longer be servicing the properties as they already perform Quality Control for HRA. If the terms are accepted the board requires to approve Gina entering into this agreement and to negotiate what is needed.

17-386 Vote 7 all in favor; 0 opposed; 0 abstained

6. DOCUMENTS USED

- HRA November Special Meeting Agenda
- HRA Special Meeting Motions
- Agreement By and Between McCright & Associates and FCRHRA
- Balance Sheet from Fenton, Ewald & Associates
- 2802 Computation of Invested in Fixed Assets Net of Depreciation and Related Debt
- Operating Subsidy Calculation 2019
- Analysis of No routine Expenditures and Credits
- Fiscal End Year Forms and Certifications
- Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws
- Certification of Top 5 Compensation Form
- Fiscal Year End Certification of Preparer and Executive Director

7. ADJOURNMENT

There being no further business, Commissioner Brown moved and Commissioner Slowinski seconded a motion to adjourn the meeting at 6:04PM.

Respectfully submitted,



Gina Govoni, Secretary Ex officio