



**MINUTES  
REGULAR MEETING  
November 4, 2019**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the Regular meeting of the Authority on **November 4, 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 Prest called the meeting to order at 6:43PM.

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

Commissioners Absent:           S. Hamdan

Staff Present:                    G. Govoni   L. Cornish

Guest:                            None

**2. ACTIONS:**

**Minutes:** Commissioner Atwood moved and Commissioner Prest seconded a motion to approve the minutes of the September 9, 2019 regular meeting of the Board as amended.

17-358 Vote 6 in Favor; 0 opposed; 0 abstaining

**AP warrant September 2019:** Commissioner moved and Commissioner seconded a motion to approve the September 2019 AP Warrant.

17-359 Vote 6 in Favor; 0 opposed; 0 abstaining

**AP warrant October 2019:** Commissioner moved and Commissioner seconded a motion to approve the October 2019 AP Warrant.

17-360 Vote 6 in Favor; 0 opposed; 0 abstaining



**HUD fair market rent:** Commissioner moved and Commissioner seconded to approve the HUD Fair Market Rent for FY 2020. The market rent is returning to the 2017 Fair Market rent.

17-361 Vote 6 in Favor; 0 opposed; 0 abstaining

**FY20 utility charts:** Commissioner moved and Commissioner seconded a motion to approve FY2020 Utility Charts.

17-362 Vote 6 in Favor; 0 opposed; 0 abstaining

**FY20 payment standards:** Commissioner moved and Commissioner seconded a motion to approve FY 2020 Payment Standards for HCV Program.

17-363 Vote 6 in Favor; 0 opposed; 0 abstaining

**HAP contract HRA and ServiceNet, Inc.:** Commissioner moved and Commissioner seconded a motion to approve the HAP Contract between HRA and Service Net, Inc.

17-364 Vote 6 in Favor; 0 opposed; 0 abstaining

**SEMAP Submission:** Commissioner moved and Commissioner seconded to approve the Section 8 Management Assessment Program (SEMAP) Submission.

17-365 Vote 6 in Favor; 0 opposed; 0 abstaining

**Amendment No.1 Geosite:** Commissioner moved and Commissioner seconded to approve the Amendment No. 1 to Agreement between Geosite, Inc and Franklin County Regional Housing & Redevelopment Authority.

17-366 Vote 6 in Favor; 0 opposed; 0 abstaining

**HCEC FY20 budgets:** Commissioner moved and Commissioner seconded to approve the HCEC FY2020 Budgets for Contracts.

17-367 Vote 6 in Favor; 0 opposed; 0 abstaining

**HCEC Director Job description:** Commissioner moved and Commissioner seconded to approve the HCEC Director Job Description.

17-368 Vote 6 in Favor; 0 opposed; 0 abstaining

**Director of Property & Asset Management Job Description:** Commissioner moved and Commissioner seconded to approve the Amended description for the Director Property Management & Procurement position. Property Management will be overstaffed until the transition is complete.

17-369 Vote 6 in Favor; 0 opposed; 0 abstaining

**Forgiveness Request Appeal:** Commissioner moved and Commissioner seconded to approve the Forgiveness Subordination Transfer Policy as amended.

17-370 Vote 6 in Favor; 0 opposed; 0 abstaining

**FY19 CDBG grant-Town of Montague:** Commissioner moved and Commissioner seconded to approve the Contract with the Town of Montague for Administration of the FY19 CDBG grant.

17-371 Vote 6 in Favor; 0 opposed; 0 abstaining

**FY19 CDBG grant-Town of Orange:** Commissioner moved and Commissioner seconded to approve the Contract with the Town of for administration of the FY19 CDBG grant.

17-372 Vote 6 in Favor; 0 opposed; 0 abstaining

**FY19 CDBG grant-Town of Wendell:** Commissioner moved and Commissioner seconded to approve the contract with the town of Wendell for Administration of the FY19 CDGB grant.

17-373 Vote 6 in Favor; 0 opposed; 0 abstaining

**Emerald Lead Testing contract Orange & Wendell:** Commissioner moved and Commissioner seconded to approve the Contract with Lead Inspection Consultants for inspection service for Y19 Orange CDGB grant and the FY19 Wendell CDGB grant.

17-374 Vote 6 in Favor; 0 opposed; 0 abstaining

**Caulfield Lead Testing contract Orange & Wendell:** Commissioner moved and Commissioner seconded to approve Contract with Lead Inspection Consultants for inspection service for Y19 Orange CDGB grant and the FY19 Wendell CDGB grant.

17-375 Vote 6 in Favor; 0 opposed; 0 abstaining

**SHA/HRA Management Services Agreement:** Commissioner moved and Commissioner seconded to approve the SHA Management Services Agreement.

17-376 Vote 6 in Favor; 0 opposed; 0 abstaining

**MMDT-Mass. Municipal Depository Trust:** Commissioner moved and Commissioner seconded to approve and authorize the representatives for the Massachusetts Municipal Depository Trust.

17-377 Vote 6 in Favor; 0 opposed; 0 abstaining

**Amended Internal Control Policy:** Commissioner moved and Commissioner seconded to approve the amended Internal Control Policy, in which there is consistency throughout the policy regarding the treasurer's change in duties.

17-378 Vote 6 in favor; 0 opposed; 0 abstaining

**Wage Match for State Housing Program Tenants:** Commissioner moved and Commissioner seconded to approve the Wage Match for State Program Tenants.

17-379 Vote 6 in Favor; 0 opposed; 0 abstaining

**Change Order #2-358096 Squakheag Village Parking:** Commissioner moved and Commissioner seconded to approve to Change Order #2 FISH No. 358096- Squakheag Village Parking lot removal and Replace Damage Concrete Sidewalks.

17-380 Vote 6 in favor; 0 opposed; 0 abstaining

**Certificate of final completion-Squakheag Village Parking lot -358096:** Commissioner moved and Commissioner seconded to approve the certificate of final completion FISH No. 358096- Squakheag Village Parking Lot.

17-381 Vote 6 in favor; 0 opposed; 0 abstaining

**Certificate of substantial completion #358118:** Commissioner moved and Commissioner seconded to approve the Certificate of substantial completion #358118.

17-382 Vote in favor; 0 opposed; 0 abstaining

**Certificate of final completion #358118:** Commissioner moved and Commissioner seconded to approve the certificate of final completion #358118.

17-383 Vote 6 in Favor; 0 opposed; 0 abstaining

**3. STAFF REPORTS:** All staff reports were given for the month of September and October. Thanks were given for the Staff's continuing hard work.

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

**Board Member contact information:**

No changes.

#### **5. DOCUMENTS USED**

- Minutes of the regular meeting held September 9, 2019.
- PHN-21 Executive Director Salary and Qualifications Schedule
- PHN 2019-22 Addendum #1 FY2020 Budget Guidelines
- Public Hearing Regarding the Draft 2020-2021 QAP for the Low Income Housing Tax Credit (LIHTC)
- PHN 2019-24 NOFA Technical Assistance for Creation of Regional Housing Authority Entities
- PHN 2019-25 AIMM Program Rules and Application
- Staff Report September 2019
- FY20 Budget
- Executive Director Salary Calculation Worksheet

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

- HAFIS 4001
- HAFIS MRVP

#### **7. ADJOURNMENT**

There being no further business, Commissioner Slowinski moved and Commissioner Williams seconded a motion to adjourn the Regular Meeting at 7:45 PM. The next regular meeting of the HRA Board of Commissioners will be held on **Monday, December 2, 2019 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