



MINUTES  
REGULAR MEETING –October 15, 2018

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **October 15, 2018** at the Franklin County Regional Housing and Redevelopment Authority Agency Classroom, 241 Millers Falls Road, Turners Falls, MA 01376.

1. **CALL TO ORDER**

Commissioner Cottrell called the meeting to order at 7:15 PM

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

Commissioners Absent:           None

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

Guest: Gary Reviczky, Advanced Energy Group

2. **ACTIONS**

**Minutes:** Commissioner Parkin moved and Commissioner Tuttle seconded a motion to approve the minutes of the September 10, 2018 regular meeting of the Board as Prepared.

No discussion

17-205 Vote 8 in favor; 0 opposed; 0 abstaining

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

17-206 Vote 6 in favor; 2 opposed; 0 abstaining

**Presentation by Alan Surprenant, Energy Management Advisor for Advanced Energy Group:** Commissioner Parkin moved and Commissioner Atwood seconded a motion to authorize the Executive Director, as Contracting Officer, to enter into a contract by and between Franklin County Regional Housing and Redevelopment Authority, 241 Millers Falls Road, Turners Falls, MA 01376 and Advanced Energy Group, 26 Deer Park Drive, East Longmeadow, MA 01028 to retrofit work to be performed in accordance with the Western Massachusetts electric Company, doing business as Eversource Energy ("Eversource") Direct Install Program.

G. Reviczky, with Advanced Energy Group, spoke on behalf of A. Surprenant

He stated that Advanced Energy Group's technique is to use the air from outside to adjust the speed of the compressor and fans allowing them to function at their best capacity for heating and cooling the HRA building.

G. Reviczky informed the board that he had done an energy audit on the HRA building. He then forwarded those findings to an outsourced engineer and to an Eversource engineer, who in turn came up with the proposal for the board to review.

G. Reviczky highlighted for the board the total cost of the project and the considerable savings that HRA would acquire, being approximately \$9,600 per year.

G. Reviczky stated that the loan for the equipment is a 2 year loan with 0% interest and the equipment is guaranteed for 13 years. It is also movable, should the roof ever need to be replaced.

F. Pheeny inquired as to when the project could be started.

G. Reviczky stated that it would be approximately 3-4 weeks to get the equipment and approximately 1 week to install it. He also stated that he will determine why some areas of the Agency are hot or cold and whether or not there is duct damage from the roof damage that occurred a few years ago. He finished by saying that by modulating the fan speed and compressor it will reduce them from running over capacity, as well as, provides better humidity control.

Commissioner Slowinsky commented that this has been done at the courthouses and has saved a great deal of money on heating/cooling costs.

17-207 Vote 8 in favor; 0 opposed; 0 abstaining

**Approve FY19 Utility Charts:** Commissioner Tuttle moved and Commissioner Parkin seconded a motion to approve new utility allowances for use in the Housing Choice Voucher Program effective November 1, 2018.

K. Reardon informed the board that the utility allowances are for tenant furnished utilities and other services allowing them to keep some of their money from rent to help pay for their utilities. The allowances were completed by Northeastern Utility. Propane and Oil costs have increased. Natural gas and electricity costs have decreased.

17-208 Vote 8 in favor; 0 opposed; 0 abstaining

**Award a Contract:** Commissioner Tuttle moved and Commissioner Parkin seconded a motion to award a contract by and between the Franklin County Regional Housing & Redevelopment Authority (HRA), 241 Millers Falls Road, Turners Falls, MA and McCright & Associates, LLC, PO Box 6038, Chattanooga, TN 37401, as the independent inspector to perform federally mandated quality control Housing Quality Standards (HQS) inspections of residential units subsidized under HRA's housing Choice Voucher Program.

K. Reardon informed the board that McCright and Associates is an independent inspector who has knowledge of and experience with local building codes, MA State Sanitary Code and HQS inspection standards. Building inspections need to be performed every 2 years per SEMAP regulations. She further stated that the cost for using McCright & Associates, LLC is the same price as when they were signed on last year.

17-209 Vote 8 in favor; 0 opposed; 0 abstaining

**Award a Contract:** Commissioner Tuttle moved and Commissioner Parkin seconded a motion, to award a contract to Geosite Environmental, Inc. for HUD Housing Quality Standards (HQS) inspection services at a rate of \$45.25 per completed initial, biennial, or complaint/special inspection report submitted and \$25.50 per completed re-inspection, emergency re-inspection, or no show inspection for a period of one year beginning November 1, 2018 and ending October 31, 2019, for a total maximum obligation not to exceed \$34,999.00 and to authorize the Executive Director, as contracting officer, to execute the contract by and between HRA and Geosite Environmental, Inc.

K. Reardon informed the board that this contract allows the inspector to do initial inspections before someone moves into a unit. The local inspector is R. Godin which has been the inspector used for a few years. She stated their price decreased by 20 cents for inspections and decreased by 5 cents for re-inspections.

17-210 Vote 8 in favor; 0 opposed; 0 abstaining

**Contract Extension Agreement:** Commissioner Tuttle moved and Commissioner Parkin seconded a motion to approve the project-based Assistance Housing Choice Voucher Program Housing Assistance Payments Contract Extension, as of November 1, 2018 by and between the Franklin County Regional Housing & Redevelopment Authority (HRA), located at 241 Millers Falls Road, Turners Falls, MA 01376 and Ashfield House, LLC located at 369 Main Street, #2 Ashfield, MA 01330.

K. Reardon informed the board that Ashfield House has 7 project based units. The extension states that HRA agrees to extend the initial term of the Original Housing Assistance Payments Contract, which expired as of July 31, 2018, for another 10 years.

17-211 Vote 8 in favor; 0 opposed; 0 abstaining

**Contract Extension Agreement:** Commissioner Tuttle moved and Commissioner Brown seconded a motion to approve the project-based Assistance housing Choice Voucher Program Housing Assistance Payments Contract Extension as of November 1, 2018 by and between the Franklin County Regional Housing & Redevelopment Authority (HRA), located at 241 Millers Falls Road, Turners Falls, MA 01376 and P & G, LLC, located at 91-93 Prospect Street, Orange, MA 01364.

K. Reardon informed the board that P & G, LLC has 3 project based units. This is the same contract extension agreement as with Ashfield House, extending the original contract for another 10 year.

17-212 Vote 8 in favor; 0 opposed; 0 abstaining

**Assignment and Assumption Agreement Section 8 Project-Based Voucher Housing**

**Assistance Payments Contract:** Commissioner Parkin moved and Commissioner Slowinski seconded a motion to authorize the Executive Director, as contracting officer, to execute an agreement by and between the Franklin County Regional Housing and Redevelopment Authority (the "Contract Administrator"), Pine Crest RHF Housing, Inc., a Massachusetts nonprofit corporation (the "Seller"), and King Pine RHF Partners, Limited Partnership, a Massachusetts limited Partnership (the "Buyer")

**WHEREAS**, the Contract Administrator and the Seller, pursuant to Section 8 of the United States Housing Act of 1937, 42 U.S.C. 1437(f), entered into a Section 8 Project-Based Voucher Housing Assistance Payments Contract (the "HAP" Contract") identified

as HAP Contract Number PC 001 for units in Pine Crest Apartments (the "Property"), a copy of which is attached hereto as "Exhibit A";

**WHEREAS**, the Seller, and the Buyer have entered onto a Property Purchase and Sale Agreement, dated as of February 6, 2017, as amended, wherein the Seller agrees to sell the Property and the Buyer agrees to purchase the Property, including, without limitation, the improvements situated thereon, and has agreed to accept the assignment of and assume all obligations under the HAP Contract;

**WHEREAS**, the Buyer has submitted to the Contract Administrator an application and documents in support thereof (the "Application") requesting the Contract Administrator's approval of the proposed assignment of the HAP Contract to the Buyer as set forth in the aforesaid Property Purchase and Sale Agreement; and

**WHEREAS**, the Seller and the Buyer have mutually agreed to assign the HAP Contract.

K. Reardon explained that King James will be purchasing Pine Crest and they will become a limited partnership as King Pine.

17-213 Vote 8 in favor; 0 opposed; 0 abstaining

**Contract Extension Agreement:** Commissioner Parkin moved and Commissioner Slowinski seconded a motion to approve the project-based Assistance Housing Choice Voucher Program housing Assistance Payments Contract Extension as of November 1, 2018 by and between the Franklin County Regional Housing & Redevelopment Authority (HRA), located at 241 Millers Falls Road, Turners Falls, MA 01376 and Pine Crest RHF Housing, Inc. (Owner) located at 419 East River Street, Orange, MA 01364.

K. Reardon informed the board that Pine Crest has 28 project based units. Pine Crest is in the process of developing the complex with all new kitchens, HVAC, central vacuums, etc. The extended agreement was initially for an extension of 10 years but they have extended it even further for an additional 20 years, totaling 30 years.

F. Pheeny stated that they need to show a stable income base over a 30 year income period for low income tax credits and Mass Housing bonds which will guarantee help with the cash flow for the project and will show the state the stability of the cash flow.

17-214 Vote 8 in favor; 0 opposed; 0 abstaining

**Franklin County Regional Housing and Redevelopment Authority(HRA) Finance, Accounting and Internal Control Policy:** Commissioner Parkin moved and Commissioner Hamdan seconded a motion to approve the Franklin County Regional Housing and Redevelopment Authority Finance, Accounting & Internal Control Policy

as a document used to demonstrate the internal accounting procedures for HRA ensuring assets are safeguarded, financial statements are prepared in conformity with generally accepted accounting principles, and finances are managed with responsible stewardship.

F. Pheeny informed the board that producing the Internal Control Policy was a collaborative effort from all department managers as they reviewed the specific sections that pertained to their department.

A question was posed to clarify the collection of security deposits from tenants.

F. Pheeny explained that HRA will manage security deposits for all properties that are not public housing.

17-215 Vote 8 in favor; 0 opposed; 0 abstaining

**Approve disposal of HRA furniture proposal:** Commissioner Brown moved and Commissioner Slowinski seconded a motion to authorize the Executive Director, to dispose of the HRA building furniture listed below, per the HRA procurement policy.

chair

couch

loveseat

round glass table

Glass top end table

(2)- Short Vases

Round mirror with glass shelf

Round wood framed mirror

Rectangular mirror with wood sides

(2)- Tall vases with branch decorations

desk

F. Pheeny informed the board that the furniture will be posted on Craigslist and all generated revenue will be placed in HRA reserves.

17-216 Vote 8 in favor; 0 opposed; 0 abstaining

**Approve HRA large meeting room renaming in honor of Representative Stephen Kulik:** Commissioner Tuttle moved and Commissioner Atwood seconded a motion to

approve the naming of the HRA large meeting room in recognition of Representative Stephen Kulik and his staff for their constant support and commitment to the Franklin County Regional Housing & Redevelopment Authority.

No Discussion

17-217 Vote 8 in favor; 0 opposed; 0 abstaining

**MOU Regarding HCEC Information Technology and Central Coordination:**

Commissioner Tuttle moved and Commissioner Atwood seconded a motion to authorize the Executive Director, as contracting officer, to execute a Memorandum of Understanding by and between HRA and the Regional Housing Network of Massachusetts, Inc. (RHN) for information Technology and Central Coordination services provided by RHN, effective July 1, 2018 and end June 30, 2019 for a total consideration not to exceed \$9,424.00.

F. Pheeny informed the board that this is an annual contract with Regional Housing Network of Massachusetts, Inc. (RHN) that allows HRA to receive their I.T. services. DHCD fully reimburses HRA for the cost of these services.

17-218 Vote 8 in favor; 0 opposed; 0 abstaining

**Montague HRA Pilot Agreement:** Commissioner Atwood moved and Commissioner Parkin seconded to authorize the Board Chair, to execute an agreement by and between the Franklin County Regional Housing and Redevelopment Authority (HRA) and the Town of Montague ("Town") for a 20 year payment in lieu of taxes agreement for 241 Millers Falls Road, Turners Falls, MA 01376.

F. Pheeny informed the board that the PILOT agreement allows HRA to make a total annual payment of \$10,000 for property taxes starting in 2019. This agreement also includes a 2% annual escalator resulting in a 20-year PILOT payment schedule where payment to the Town will be due yearly on October 1<sup>st</sup> and April 1<sup>st</sup> of each fiscal year, or within 30 days after the date of the invoice, whichever is later.

17-219 Vote 8 in favor; 0 opposed; 0 abstaining

### **3. EXECUTIVE DIRECTOR'S REPORT**

F. Pheeny announced that she was resigning from her position as Executive Director of HRA. She stated she has accepted a position with another organization and that her last day of employment will be Friday, November 16, 2018 as her new employer needs her to start December 1, 2018.

She suggested to the board that they appoint an Interim E.D. She stated that she currently manages 6 Board of Directors and feels it's necessary, going forward, to look at restructuring the boards , before bringing on someone as the permanent E.D.

F. Pheeny informed the board that there is a possible Interim E.D. Candidate to consider, William Abrashkin, however he is unable to start until January 1, 2019 and is only available to work part time. She stated that this will leave a 6 week gap without an E.D. in place.

Commissioner Parkin stated that he has reached out to the retired E.D. of Northampton Housing Authority, Jon Hite, and he is willing to be considered for this position.

Commissioner Parkin stated that if the board chooses to move forward with that recommendation he will ask Jon Hite to send his resume.

The board members agreed to have Commissioner Parkin contact Jon Hite.

Commissioner Prest inquired about a counter offer.

It was determined that F. Pheeny's resignation is final.

Commissioner Cottrell asked the board for volunteers to serve on the Interim Executive Director Search Committee.

Commissioner Atwood, Brown and Prest volunteered to serve on the Interim E.D. Search Committee along with Commissioner Cottrell.

A question was raised regarding asking other committee members to serve on the Interim E.D. board and it was determined that the board would decide whether or not they would seek other Commissioners and Directors.

F. Pheeny stated she will be notifying all of the other boards tomorrow, regarding her resignation.



F. Pheeny expressed that she would be available after her departure to take phone calls, emails and answer any questions posed from board members as well as the Interim E.D.

F. Pheeny informed the board that they may need to have a special meeting in mid to late November to approve the financial submission of the FY19 budget to DHCD.

The board thanked F. Pheeny for the great 3 years in which she has been HRA Executive Director.

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

**Leslie Brown RDI Update:** Commissioner Brown stated that the RDI Board met on October 11, 2018. She stated they did a similar approval for Ashfield House and P&G extensions. She stated that the Sunderland Senior Housing project is continuing to move forward.

She informed the board that L. Cornish presented a budget to actual for RDI's 6/30/18 close and that B. Breitbart will hold Development Sessions on November 1 and November 7, 2018.

#### **Public Housing Notice 2018-18- FY2019 Local Housing Authority Budget Guidelines**

No discussion

#### **Division of Banks Industry Letter**

No discussion

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

No changes

#### **5. STAFF REPORT:**

No discussion

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

Commissioner Parkin informed the board that he is resigning from the board

at the end of the year. He hopes to get someone to come on as a Commissioner and has already taken steps to do so by contacting Shutesbury and Orange.

He stated he appreciates working with everyone and appreciates all of the Commissioner's work as it's a noble effort.

The board thanks Bruce for his years of service.

## **7. DOCUMENTS USED**

- Minutes of the regular meeting held September 10, 2018
- AP Warrant for September 2018
- Advanced Energy Group
- FY19 Utility Charts
- McCright & Associates, LLC SEMAP HQS Inspection Contract
- Geosite Environmental, Inc. HQS Inspections Contract
- Ashfield House, LLC Contract Extension Agreement
- P&G, LLC Contract Extension Agreement
- Pine Crest, RHF Housing, Inc. Contract Extension Agreement
- HRA Finance, Accounting & Internal Control Policy
- HCEC Information Technology and Central Coordination Memorandum of Understanding
- Montague HRA Pilot Agreement
- Frances Pheeny Letter of Resignation
- MassNAHRO October 2018 Newsletter
- NERC Journal October 2018 Newsletter
- Staff Report
- Gov. Baker opposing federal rule linking benefits, green card access article

## **8. ADJOURNMENT**

There being no further business, Commissioner Slowinski moved and Commissioner Brown seconded a motion to adjourn the meeting at 8:21PM. The next *regular* meeting of the HRA Board of Commissioners is scheduled for **November 5, 2018** at **6:00PM** located at the Franklin County Regional Housing and Redevelopment Kulik Meeting Room , 241 Millers Falls Road, Turners Falls, MA 01376.

Respectfully submitted,



Frances Pheeny, Secretary ex officio