



MINUTES
REGULAR MEETING –September 9, 2019

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **September 9, 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 Cottrell called the meeting to order at 5:30PM.

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

Commissioners Absent: S. Hamdan

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

Guest: None

2. ACTIONS:

Minutes: Commissioner Atwood moved and Commissioner Prest seconded a motion to approve the minutes of the August 8, 2019 regular meeting of the Board as amended.

It was requested that a minor adjustment to the wording on page 2, 8th paragraph where it reads as, "She is working with the fee accountant to show a clear trial between the trial balance" be corrected to, "She is working with the fee accountant to show a clear trail between the trial balance, etc."

17-343 Vote 6 in favor; 0 opposed; 0 abstaining

AP Warrant: Commissioner Atwood moved and Commissioner Williams seconded a motion to approve the accounts payable warrant for August 2019.

17-344 Vote 6 in favor; 0 opposed; 0 abstaining

Board Meeting Time Change: Commissioner Atwood moved and Commissioner Brown seconded a motion to authorize and approve the time in which the HRA Board of

Commissioners meet for their monthly regular board meetings which will start at 5:30 p.m. instead of 6:00 p.m. and with which this time change still meets the OML guidelines allowing these meetings to be open to the public.

No discussion.

17-345 Vote 6 in favor; 0 opposed; 0 abstaining

Change Order #1 RCAT FISH Project 358096-Squakheag Village Paving Repairs:

Commissioner Prest moved and Commissioner Atwood seconded a motion to approve Change Order #1 by and between Clayton D. Davenport Trucking, Inc., 130 Colrain St., Greenfield, MA 01301 and Franklin County Regional Housing & Redevelopment Authority, 241 Millers Falls Rd., Turners Falls, MA 01376, in which the following change is ordered in accordance with Article 8 of the General Conditions of the Contract: Change Order #1 tree removal and additional sidewalk replacement, which will represent an increase in the original contract sum by 7.6% for a total of \$19,726.00.

No discussion.

17-346 Vote 6 in favor; 0 opposed; 0 abstaining

FISH Project 358118-Charlemont Roof Project-Lowest Bidder: Commissioner Atwood moved and Commissioner Prest seconded a motion to approve and authorize Hugh Mackay, Director of Property Management and Procurement, as contracting officer, to accept the recommendation proposed by Regional Capital Assistance Team (RCAT) to use JD&D Construction Inc., the lowest bidder for the amount of \$13,000.00 to replace the asphalt shingle roof at Charlemont, 705-1A development.

No discussion.

17-347 Vote 6 in favor; 0 opposed; 0 abstaining

Way Finders Agreement for Division of Banks Funding: Commissioner Atwood moved and Commissioner Prest seconded a motion to authorize the Executive Director, as contracting officer, to execute an agreement for services entered into between Way Finder, Inc. ("Way Finders"), a non-profit Massachusetts corporation with a principal place of business at 120 Maple St., 4th Fl. Springfield, MA 01103 and the Franklin County Regional Housing &

Redevelopment Authority (FCRHRA), 241 Millers Falls Rd., Turners Falls, MA 01376 effective as of January 1, 2019 and shall end on December 30, 2019, in which FCRHRA shall receive funding in the amount not to exceed \$10,000.

No discussion.

17-348 Vote 5 in favor; 0 opposed; 1 abstaining

3. STAFF REPORTS

The Board expressed that they enjoyed reading the staff reports, finding them very informative and impressive.

G. Govoni reported that she's asking staff to make some changes to the report to include more specific detail for a clearer understanding of how each department functions and their work progress.

G. Govoni also reported that there's been an immediate change in staffing in the Community Development Department. G. Ohlund is no longer employed with the Agency. This decision came about because community development and project management needs are under assessment. A question was posed regarding the other C.D. staff members.

G. Govoni reported that the current staff is knowledgeable, experienced, work well together and independently to ensure that grants and other aspects of that department are being kept on track and completed by their due dates. She further stated that the main focus is management of the Sunderland Senior Housing project and future RDI projects. Now that there's been a settlement with the abutter, we can move forward with the One Stop Application and submit it in February. If we are successful we'd be notified in July or August 2020.

G. Govoni reported that another staff member; Property Manager K. Legrand is no longer with the Agency. She had resigned from this position earlier in the year due to a job opportunity. She recently inquired as to coming back to the Agency if the position was still open. K. Legrand separated from the agency within her probationary period.

Currently, the part-time Property Management Assistant Position has been filled by a temporary staff and the Property Manager Position is vacant in that department.

A question was posed regarding the notation that the CDBG FY19 funding is embargoed. G. Govoni explained that the information is pending an official announcement from the Governor's office. Some of the award letters were issued for the grants, but not for all of them.

She went on to explain the RAFT chart. We're meeting our goals. Most of the clients served during the month of August are in the "expanded population" which means they don't have any dependents, while only 2 were "traditional population", having dependents in the household.

G. Govoni also clarified that the vacancies at Highland Village are due to the Kitchen and Bath renovation project. At the end of October, there should only be 3 units vacant. She and Hugh are in the process of coming up with a better format to chart each properties occupancy and vacancies, along with other important information.

There are a number of factors that play into vacancies at some of our other properties, such as units being located on the 2nd floor and no elevator access to get to them; congregate living is not feasible for everyone, etc.

5. OTHER BUSINESS

Leslie Brown RDI Update:

Commissioner Brown reported that the RDI Board met on August 23, 2019 with hired consultant W. Carter, and presented her RDI Future Analysis Report. The report included all of Franklin county and Athol. She also reported on funding resources, developer fees, and organizational analysis. There is more work to be done. G. Govoni asked that she and L. Cornish relook at the figures that were used in her analysis as they are more current now with the June end.

G. Govoni reported that she has had two follow up conversations with W. Carter to discuss some of the specifics regarding a mini-perm loan to re-finance CCLP. Currently W. Carter has contacted Life Initiative and will be contacting Enterprise and MHP to see if they will be possible lenders for refinancing.

Commissioner Brown informed the Board that B. Breitbart is the newest member to join the RDI Board and brings with him much expertise in this area.

A question was posed as to whether or not a developer fee is projected to be earned from the Sunderland Project. G. Govoni stated that there is, and that it will be shared by Valley CDC and RDI as agreed. A board member advised that the fee not be deferred.

Budget/Finances Update:

L. Cornish reported that she S. Honeycutt and T. Ewald of Fenton, Ewald & Associates have identified the trial balance and FDS numbers and 9/30/19 will be the first quarter to use this process.

She also reported that budgeting meetings have been occurring in each department.

It appears that CDBG will come close to budget. Revenue is only short 20% which is better than originally anticipated. We will review the department budget quarterly to keep on track. They were awarded 3 grants this year and there is also a large infrastructure coming in the near future.

Settlement for the Orange Teen House floors has been received. G. Govoni will be meeting with P. Ringwood from Dial Self and C. Donelan, OTH President, to clarify and understand Dial Self's involvement in Orange Teen House. Currently, P. Ringwood is being asked to sign the settlement agreement, but wants to discuss this before signing the document. Discussion will also pertain to why there are still vacant rooms at this property when there is a demand for teen housing.

Until the settlement is signed by all parties, invoices are being held.

By Laws:

A board member suggested that rather than spending more time trying to find if there were any modifications made to the original by laws in the past, the Board should take the current by laws and amended them as to what they feel is appropriate at this current time.

SHA/HRA Management Agreement:

G. Govoni stated that we are proposing to SHA a larger management fee and that while this is an increase, it still doesn't completely cover all of the management costs. We will provide the management agreement for approval to the Board at the October regular meeting.

A question was posed as to whether or not there will be discussion at the SHA board meeting regarding the possibility of merging the board structure.

G. Govoni expressed that that discussion would best come from one of the HRA board members.

Commissioner Slowinski offered to attend the SHA board meeting on Wednesday, September 11, 2019 and present this idea. He will contact SHA Chair, S. Flaccus to discuss the reason for his attendance.

Forgiveness Committee:

Commissioner Atwood briefed the Board on the duties of this committee and asked if any current members would like to serve on this committee which meets approximately twice a year for a short period of time.

Commissioner Slowinski volunteered to serve on the Forgiveness Committee.

Board Development:

Commissioner Cotrell inquired as to whether or not the other Members were able to contact anyone as becoming potential board members.

Commissioner Atwood reported that she reached out to someone in Orange, MA but they declined. She may have someone to contact who lives in Northfield, MA.

G. Govoni reported that A. Bresciano from Greenfield Savings Bank may be a potential candidate to serve on either the HRA Board or RDI Board, but won't have the availability to do so until November 2020.

G. Govoni provided an update regarding DHCD's inquiry as to local housing authority's thoughts on regionalizing. Interim Executive Director, W. Abrashkin

submitted a brief response to DHCD on behalf of the Agencies interest, as well as had some informal conversations with Greenfield Housing Authority regarding regionalizing. If it was determined that HRA would enter into regionalization the composition of the Board also be changed, specifically between the HRA and SHA Boards. Currently all of the same work is being done for both the HRA and SHA Boards.

A benefit of recomposing the Boards would be better time management, alleviating many hours in which it takes to prep for multiple meetings, allow for members to be unified with their decision making for the Agency and a have better awareness of the functions of HRA.

G. Govoni also reported that Athol and Orange Housing Authorities are collocated and appear to share staff. They are located in Athol, MA and appear to have had similar relationship to ours in which they are duplicating agenda items and materials between 2 separate boards. Members of the Greenfield Housing Authority Board are also interested in speaking more about how we could work together.

Commissioner Atwood provided an update regarding G. Govoni's contract, which is still being reviewed by DHCD. She received an email from DHCD questioning whether or not the Board had considered a column as being a cumulative total which result in G. Govoni's pay rate being exceedingly higher than what DHCD would approve. Commissioner Atwood confirmed with DHCD that the salary is not being based on that cumulative column.

Commissioner Slowinski reported that he has heard very positive things regarding G. Govoni being the new Executive Director of HRA.

Board Member contact information:

No changes.

6. DOCUMENTS FOR INFORMATIONAL PURPOSES:

- PHN 2019-17-DHCD Facility Condition, Accessibility and Sustainability Assessment of State-Aided Public Housing

7. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

MOU Regarding HCEC Information Technology and Central Coordination:

Commissioner Atwood moved and Commissioner Brown seconded a motion to authorize the Executive Director, as contracting officer, to execute a Memorandum of Understanding by and between Franklin County Regional Housing and Redevelopment Authority (HRA) and the Regional Housing Network of Massachusetts, Inc. (RHN) for Information Technology and Central Coordination Services provided by RHN effective July 1, 2019 and end on June 30, 2020 for a total consideration not to exceed \$8,400.00, under the understanding that G. Govoni will only sign such contract should she deem it beneficial to do so.

G. Govoni reported to the Board that there are big staffing changes occurring within RHN. Both long term employees, P. Byrnes and M. Fitzgerald, have resigned from their positions effective this fall. She will be meeting with both P. Byrnes and M. Fitzgerald tomorrow and will be attending an RHN meeting next week in which the focus of discussion will be regarding the next steps for RHN. The Board recommends approving this motion based on the outcome of G. Govoni's meeting with P. Byrnes and M. Fitzgerald and the scheduled RHN meeting.

17-349 Vote 6 in favor; 0 opposed; 0 abstaining

8. DOCUMENTS USED

- Minutes of the regular meeting held August 8, 2019.
- Minutes of the regular meeting held July 16, 2019 amended.
- AP Warrant for August 2019
- Change Order #1 RCAT FISH Project-358096-Squakheag Village Paving Repairs
- FISH Project 358118-Charlemont Roof Project-Lowest Bidder
- Way Finders Agreement for Division of Banks Funding
- Staff Report August 2019
- HCEC Information Technology and Central Coordination Memorandum of Understanding

9. ADJOURNMENT

There being no further business, Commissioner Slowinski moved and Commissioner Williams seconded a motion to adjourn the meeting at 6:41PM. The next annual and

regular meeting of the HRA Board of Commissioners will be held on **Monday, October 7, 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