



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

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MINUTES

Regular Meeting – December 19, 2022

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **December 19, 2022**, via Zoom. at 4:30 p.m.

1. Call to Order

Executive Director Gina Govoni called the meeting to order at 4:48 p.m.

Commissioners Present (via roll call): M. Slowinski M. Cucchiara S. Worgaftik L. Brown F. Williams A. Bresciano

Absent: S. Cottrell

Staff Present: G. Govoni N. Sauber K. Kelley A. Larose

2. Actions

Merger Process and Next Steps: G. Govoni explained that the HRA and SHA merger is active upon signing, which occurred on December 13, 2022. Recommendation letters have been submitted to FRCOG and Carolina Gonzalez, respectively. One seat on the newly merged board remains open due to a current SHA board member retracting their previously expressed interest. Anyone familiar with individuals who are interested in the newly merged board is encouraged to reach out. Legal counsel is currently being consulted regarding the next steps in this process.

Minutes: Commissioner Slowinski moved, and Commissioner Cucchiara seconded a motion to approve the minutes of the November 21, 2022, regular meeting of the Board as submitted.

17-4351 Vote 6 in favor; 0 opposed; 0 abstaining

November AP Warrant: Commissioner Slowinski moved, and Commissioner Cucchiara seconded a motion to approve the accounts payable warrant for November 2022.

17-4352 Vote 6 in favor; 0 opposed; 0 abstaining

Vacancy Write-Offs: G. Govoni clarified that the vacancy write-offs are for three tenants who are no longer occupying their units. The use of the collection agency is being employed.

Commissioner Brown moved, and Commissioner Worgaftik seconded a motion to write off the public housing tenant accounts receivable balances for vacated units as presented.

17-4353 Vote 6 in favor; 0 opposed; 0 abstaining

4050 Targeted ARPA Contract: G. Govoni stated that when this was previously presented, there was no contract in place. The contract details that the amount awarded is the standard for HRA formula funding.

Commissioner Slowinski moved, and Commissioner Worgaftik seconded a motion to approve of the ARPA 4050 Targeted Awards Contract as presented.

17-4354 Vote 6 in favor; 0 opposed; 0 abstaining

HQS Inspection Contract: G. Govoni explained that this will be the third year that McCright & Associates, LLC will be used for the HQS Inspection Contract; this was the only response received in the search for a contract. The amount is similar to last year.

Commissioner Williams moved, and Commissioner Cucchiara seconded a motion to award a contract with McCright & Associates, LLC as the independent inspector to perform federally mandated quality control Standards.

17-4355 Vote 6 in favor; 0 opposed; 0 abstaining

Board Meeting Schedule: G. Govoni stated that this schedule is for the board currently in place and the future merged board. There will be another opportunity to reexamine the schedule at a later date if needed. Several meetings were moved to the fourth Monday of the month due to operational concerns and federal holidays.

Commissioner Worgaftik moved, and Commissioner Cucchiara seconded a motion to approve the schedule of proposed dates for regular meetings of the HRA Board of Directors for 2023 as prepared.

17-4356 Vote 5 in favor; 0 opposed; 1 abstaining

Maintenance Job Description: G. Govoni explained that this job description is for a part-time maintenance staff member that is being added specifically due to Sanderson Place. The job description mirrors the other maintenance positions at HRA, except for the removal of the on-call responsibilities.

Commissioner Slowinski moved, and Commissioner Brown seconded a motion to approve of the new Maintenance job description as presented.

17-4357 Vote 6 in favor; 0 opposed; 0 abstaining

Housing Development Job Description: A. Larose stated that different opportunities to increase the housing development staff are being explored, specifically to assist with smaller-scale projects. Currently, work is being done through Receivership Program with the Attorney General's office to rehabilitate a single-family home in Greenfield. Extra staff capacity is needed to work on this project. The position would be primarily funded through a grant for \$38,500 that goes through June 2023, though funding will need to be identified for the remainder of the year. Plans are in motion to apply for the MHFA Neighborhood Stabilization Program Funding.

S. Worgaftik questioned if this potential staff member could be built into the sale of the house. A. Larose responded, stating that originally this was going to be a project manager position that would have more involvement with the marketing and resale of the property. However, it has been determined that this person would focus on the technical side of the project. The idea is to have a marketing plan in place and to sell the house to a low-income, first-time homebuyer.

Commissioner Slowinski moved, and Commissioner Brown seconded a motion to approve of the new Housing Development Rehab Coordinator job description as presented.

17-4358 Vote 6 in favor; 0 opposed; 0 abstaining

HMLP Contract: G. Govoni stated that this is to create a new bank account for the HMLP Contract, which requires a project-specific bank account.

Commissioner Brown moved, and Commissioner Worgaftik seconded a motion to open a new checking account with GSB for HMLP.

17-4359 Vote 6 in favor; 0 opposed; 0 abstaining

3. Staff Report

No discussion.

4. Other Business

No discussion.

5. Documents for Informational Purposes

No discussion.

6. Other business not reasonably anticipated 48 hours in advance

Bank Account Signatories: Gina explained that the items presented to be changed must be updated due to them being out-of-date.

Commissioner Cucchiara moved, and Commissioner Worgaftik seconded a motion a motion to add the director of operations to all FCRHRA accounts and take off the administrative assistant and the Ex-Chair, Sharon.

17-4360 Vote 6 in favor; 0 opposed; 0 abstaining

7. Adjourn

M. Slowinski moved, and M. Cucchiara seconded a motion to adjourn the regular meeting of the HRA Board of Directors as there was no further business to discuss.

The meeting convened at 5:05 p.m.