



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

241 Millers Falls Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

**MINUTES
REGULAR MEETING – April 5, 2021**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **April 5, 2021** via Zoom.

1. CALL TO ORDER

Commissioner Brown moved and Commissioner Slowinski seconded a motion to call the meeting to order at 4:33 p.m.

Commissioners Present (Via roll call): L. Brown M. Slowinski G. Fentin F. Williams
A. Larose M. Cucchiara S. Cottrell

Absent: None

Staff Present: G. Govoni J. Carey

Guest: None

The Board welcomed new Commissioner, A. Larose, who is the Senior Land Use and Natural Resource Planner for the Franklin Regional Council of Governments.

2. ACTIONS:

Minutes: Commissioner Brown moved and Commissioner Williams seconded a motion to approve the minutes of the March 1, 2021 regular meeting of the Board as prepared.

No discussion.

17-4201 Vote 6 in favor; 0 opposed; 1 abstaining

AP Warrant: Commissioner Slowinski moved and Commissioner Williams seconded a motion to approve the accounts payable warrant for March 2021.

A question was posed due to a higher amount noted.

G. Govoni reported that this was due to the significant increase in RAFT & ERMA spending.

17-4202 Vote 7 in favor; 0 opposed; 0 abstaining

Vacancy Write-Off: Commissioner Slowinski moved and Commissioner Williams seconded a motion to approve “writing off” of vacated balances per the reporting guidelines of the Massachusetts Public State, in the amount of \$1,326.40.

G. Govoni reported that the vacancy write off is done annually. These are balances of only public housing account receivable for tenants who have vacated their units. This total represents 4 tenants.

17-4203 Vote 7 in favor; 0 opposed; 0 abstaining

Charlemont 705-1A Project #358127: Contract for Well Pump Generator: Commissioner Fentin moved and Commissioner Brown seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer to enter into a contract with K. Sacco Electric Inc. as the lowest bidder for installation of the well pump generator for project #358127.

G. Govoni reported that there are 3 units at this property. The contract is for installing a well pump generator to provide electrical support for the well pump and generator back-up for other services for those units. This contract is with the uncontested low bidder.

17-4204 Vote 7 in favor; 0 opposed; 0 abstaining

Vice Chair Position: Commissioner Fentin moved and Commissioner Williams seconded a motion to appoint a member from the slate of Commissioners to serve as Vice Chair for a term beginning April 5, 2021 and ending on the date of the annual meeting to be held in October 2021.

G. Govoni reported that with Commissioner Atwood's resignation from the Board, this leaves the Vice Chair position open.

Commissioner Cucchiara volunteered to be Vice Chair.

17-4205 Vote 7 in favor; 0 opposed; 0 abstaining

3. STAFF REPORTS

March Update:

March included the financial closings for Sanderson Place and the CCLP refinancing. In addition, there was a record-breaking amount of RAFT funds distributed to applicants throughout the month.

Staffing:

H. Mackay has submitted his resignation. The Maintenance & Modernization Coordinator position is open and has been posted.

Improving Housing to Improve Health (IH2):

This is a grant source that funds the Housing Navigator Position. Housing Navigator, S. Cruz is assisting individuals with finding housing who have been either incarcerated or have a history of substance abuse. Her role is becoming more of an ongoing support person. She's been very well received by our partners and clients.

Housing as a Human Right Forum:

G. Govoni reported that she will be serving as a panelist in the Greening Greenfield's forum entitled: Living on the Outskirts of Society. She will be speaking about our sober housing as well as our Housing Navigator services.

Spinner Park:

There is mention in the Greenfield Recorder of the statue being restored and the park completed by fall.

RAFT/ERMA/ERAP:

Eighty-Three (83) payments were made this past AP run with an average payment being just under \$1,000. Under the new federal ERAP program, individuals/families are being encouraged to seek 12 months of arrears and up to 3 months of stipend when applying for assistance.

Applicants apply either online through the Cognito Form or submit a paper application. HRA is one of the only Regional Agents that has not had DHCD's intervention for processing support via their RAP Center.

A new federal program (ERAP) went into effect March 22 and HRA was awarded up to \$2 million dollars to assist renters with keeping their current housing or to secure housing. CDBG may be able to obtain funds from ERAP.

Property Management:

Vacancies are up a little. This will be decreasing once congregate housing units can be filled.

4. RDI Update- Leslie Brown:

RDI met on March 15. G. Govoni informed the Board that Sanderson Place closed. A development pipeline was discussed.

CCLP was refinanced on time at the end of March. Renovations on both buildings will commence in late spring. G. Govoni reported that the Crocker Bank Building and Cutlery Block need repairs to brick work, trim, windows and slate roofing in order to meet the requirements of the refinance.

5. DOCUMENTS FOR INFORMATIONAL PURPOSES:**6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE**

HVAC Systems Modification Bid for Franklin County Regional Housing & Redevelopment Authority Office Building, 241 Millers Falls Road, Turners Falls, MA 01376: Commissioner Slowinski moved and Commissioner Fentin seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to enter into contract with M&W Heating, 272 Hubbard Ave., Pittsfield, MA 01201, should the lowest bidder not be awarded an appeal and no other further information is revealed. G. Govoni reported that these bids are for ventilation work to be done at the Agency. This work is funded by CARES Act money. G. Govoni asked for the Boards permission to move forward with contracting with M&W Heating should the lowest bidder not be awarded an appeal.

17-4206 Vote 7 in favor; 0 opposed; 0 abstaining

7. DOCUMENTS USED

- March 1, 2021 Meeting Minutes
- March AP Warrant
- Vacancy Write Off
- Charlemont 705-1A Project #358127: Contract for Well Pump Generator
- FY21 RAFT contract Amendment for ERAP
- M&W Heating General Bid
- Staff Report
- PHN 2021-04 American Rescue Plan Guidance

8. RESIDENT & PUBLIC PARTICIPATION

9. ADJOURNMENT

There being no further business, Commissioner Fentin moved and Commissioner Cucchiara seconded a motion to adjourn the meeting at 5:29 PM. The next *regular* meeting of the HRA Board of Commissioners will be held on **Monday, May 3, 2021** via Zoom.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gina Govoni".

Gina Govoni, Secretary Ex officio