



**MINUTES
Annual Plan Meeting – June 7, 2021**

Commissioners Present (via roll call):

L. Brown M. Slowinski G. Fentin F. Williams S. Cottrell A. Larose M. Cucchiara

Absent: None

Staff Present: G. Govoni L. Cornish L. Vieland M. Taylor P. Parmakian

Public Present: None

FY22 Annual Plan Review: A power point presentation of the annual plan was presented by G. Govoni. She reviewed main components of the plan such as maintenance plans, operating budget, performance management review, HRA policies, with a primary focus on the capital improvement portion of the plan.

G. Govoni introduced P. Parmakian, Director of Property and Asset Management and M. Taylor, Maintenance and Modernization Coordinator.

G. Govoni reviewed the capital improvement plan overview by communities. The plan is only for HRA's public housing. The current plan only includes Formula Funding, also known as FISH projects, as well as Health & Safety funding for emergency projects.

Commissioner Cucchiara arrived at 4:45 p.m.

A question was posed regarding if there has been a request for Community Preservation funds for specifically the Northfield projects.

G. Govoni reported that under other special funding there is funding only allocated by Health & Safety, but there could be an application made on Northfield's behalf if there were the projects needing that additional funding.

The money for fiscal years 2021, 2022, 2023, and 2024 are bonded and allocated to this plan for the assigned projects. The future years of 2025-2026 are assumptions. They are not bonded yet, but the assumption is that the awards will be within the vicinity of the noted costs for those projects.

G. Govoni reviewed the public housing projects and costs. Additional funding is needed for projects that are not included in the plan such as, with the Northfield Family units. There aren't any funds allocated for interior work that is greatly needed in these units. P. Parmakian reiterated that the need for work to be done within the units is a significant need.

The Winslow Wentworth is also in great need for bathroom renovation and remodel, which are not currently funded.

G. Govoni went on to review the HRA Policies, noting the newest policy is the Language Access Plan which was added in January of this year. A large amount of policy work was done last year in preparation of that annual plan.

A Commissioner thanked G. Govoni for the comprehensive report and allows the Board to be better informed.

A question was asked regarding whether tenants or HRA paid for utilities for the public housing units.

G. Govoni confirmed HRA pays the utilities. She also confirmed that we are waiting for an energy audit on a few properties, Stratton Manor and Highland Village through the LEAN Program. They reached out to do grant funded work to evaluate and potentially replace baseboard electric heating systems. Both properties are being reviewed for mini splits and offset some of the cost of the FISH funds for exterior lighting project at Highland Village.

P. Parmakian said the program prioritized electric heat properties which is why Stratton Manor and Highland Village are being audited. The current electric heating will not entirely be removed but will be enhanced with the mini splits. LEAN will also institute a program for oil hopefully by the end of this calendar year and replace oil systems with more in-kind and energy efficient systems. LEAN has looked at all of our properties and they have been itemized out as to the types of heat sources they have.

G. Govoni stated LEAN provides the labor and materials at no cost. However, they require HRA staff time in terms of tenant coordination, and coordination with other capital projects. Additionally, there is an expectation we will provide the stone slabs that the compressor systems sit on. Currently we do not have the funding for these slabs. We could take money from another project that has been over budgeted or has less of a need to obtain funding for the slabs, though funding is limited.

A question was posed regarding if the Tech School has been utilized as a resource for assistance with projects. G. Govoni confirmed that prior to Covid they have been and may become a resource in the future as well.

A question was posed regarding the availability of other funding from communities or other private sources for improvements to energy efficiency. G. Govoni expressed interest in learning about any opportunities that board members might present.

A Commissioner stated the preventative maintenance plan has come a long way in the past few years thanks to new leadership. This memorializes what is to be done. Holds people accountable and allows for more efficiency year to year.

MINUTES
Regular Meeting – June 7, 2021

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **June 7, 2021** via Zoom.

1. CALL TO ORDER

Commissioner Slowinski moved and Commissioner Fentin seconded a motion to call the meeting to order at 5:03 p.m.

Commissioners Present (via roll call):

L. Brown M. Slowinski G. Fentin F. Williams S. Cottrell A. Larose M. Cucchiara

Absent: None

Staff Present: G. Govoni L. Cornish L. Vieland M. Taylor P. Parmakian

2. ACTIONS:

Minutes: Commissioner Williams moved and Commissioner Slowinski seconded a motion to approve the minutes of the May 24, 2021 regular meeting of the Board as prepared.

No discussion.

17-4214 Vote 7 in favor; 0 opposed; 0 abstaining

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

G. Govoni noted that this is the first month in which the combination of RAFT and ERAP funding has eclipsed the amount of Section 8 subsidy. It's a record breaking amount. G. Govoni recognizes the HCEC and Fiscal Department for getting out all of the payments.

17-4215 Vote 7 in favor; 0 opposed; 0 abstaining

Review 3/31/21 HRA Financials: L. Cornish reviewed the HRA third quarter financials. The board thanked her for the presentation and materials.

PHA Annual Plan & Required Civil Rights Certification: Commissioner Williams moved and Commissioner Slowinski seconded a motion to approve the PHA Certifications of Compliance with the PHA Plan and related regulations including required civil rights certifications and to authorize the Chair to execute any forms in connection with the Plan.

17-4216 Vote 7 in favor; 0 opposed; 0 abstaining

#358127-Charlemont Well Pump Generator Change Order #1: Commissioner Williams moved and Commissioner Slowinski seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to approve the removal and dispensing of existing old shed on sight and an addition of a 30-yard dumpster on-site for one week, which will increase the Contract Sum by \$2,000.00, which represents an increase in the Original Contract Sum of \$18,235.00.

17-4217 Vote 7 in favor; 0 opposed; 0 abstaining

Leased Housing Administrative Assistant Job Description: Commissioner Slowinski moved and Commissioner Williams seconded a motion to approve the updated position description as presented.

G. Govoni reported that the job has gone from part time to full time, and the role will support not only the Leased Housing Department but also the receptionist.

17-4218 Vote 7 in favor; 0 opposed; 0 abstaining

Computer Purchase Contract: Commissioner Fentin moved and Commissioner Brown seconded a motion to authorize Lisa Cornish, Chief Procurement Officer (CPO), as contracting officer, to enter into an agreement with the lowest bidder for the purchase of laptop computers for HRA Staff.

G. Govoni reported that a contract has not yet been received to present to the Board. We're looking at purchasing 10 computers. The cost will be between \$18,200-\$22,500..

17-4219 Vote 7 in favor; 0 opposed; 0 abstaining

Contract for Division of Banks Services: Commissioner Williams moved and Commissioner Fentin to authorize Executive Director, Gina Govoni, as contracting officer, to enter into a contract between the Massachusetts Division of Banks, and the Franklin County Regional Housing & Redevelopment Authority (FCRHRA) in the amount of \$33,126 effective January 1, 2021 to implement Homeownership counseling Services as an Individual Counseling Agency for the 2021 calendar year ("Contract"), ending on December 31, 2021, unless earlier terminated.

G. Govoni reported that in the past we have subcontracted with Way Finders for Chapter 206 grant funding which supports first time homebuyer and foreclosure prevention services. Due to program changes we went out independently to apply for the award and have successfully received the full award requested.

17-4220 Vote 7 in favor; 0 opposed; 0 abstaining

3. STAFF REPORTS

Emergency Rental Vouchers:

Fifteen have been received, which is a direct award from HUD. A request to be allocated an additional 10 has been requested. This will assist with the landlord incentive program.

ERAP:

A second round of funding is being issued and is available as of today. Waiting on further guidance from DHCD on how to manage payments directly to tenants. This guidance should be available by June 21.

A Commissioner stated that with CDBG not combining the two fiscal years will be beneficial as it will keep the programs going and obtain the admin fees.

G. Govoni there is a rural and small town housing fund in the Community One Stop for Growth package. We have applied to make a rehab program that would give waiver allotments to homeowners who currently exceed the \$30,000 cap and would allow funding in communities where there currently isn't any CDBG and revolving loan funds available.

RAFT expenditures:

The volume is unprecedented.

4. Updates:

a. RDI Update- Leslie Brown:

Nothing to report as RDI did not have a board meeting in May and won't be meeting again until June 21. The staff report is very informative with updates.

Erving Coalition meeting was attended by Commissioner Brown and G. Govoni. It's in the beginning stages.

G. Govoni reported in 2019 the Town of Erving put out an RFP for 45-60 units for senior housing. RDI worked with the town to develop the proposal, then declined bid due to various reasons.

b. HRA/SHA Regionalization Discussion/Update:

Commissioner Slowinski stated that the process is moving along as it should be. Commissioner Brown stated that J. Weber will be interviewing various stakeholders and will be updating the planning committee at the next meeting which is June 24.

Commissioner Williams provided an update on the Shelburne Selectboard meeting she attended. SHA Commissioner M. Payne, who also serves on the Selectboard, stated that the consultant is good. M. Payne expressed that she's interested in the process and the other members appeared to be as well. They won't be solely motivated by the numbers, operational efficiencies, the most compelling way is the better outcomes for residents, better channel between the entity managing them. They want the property sustainable in the long run and that it's doing its best serving the people living there.

L. Cornish reported that SHA budget has not been approved by DHCD due to net restricted asset balance being less than 30% of the budget. Receiving \$15,000 from Covid has helped and was used toward regular expenses. A vote will be needed from the Board for either a waiver or to change their budget.

G. Govoni feels the interviews with the stakeholders will be a good discovery process. A question was posed if there would be a perception that there is a conflict of interest with an RDI Board of Director being interviewed as a stakeholder. G. Govoni stated she has asked that the participants state what their familiarity and relationship is to both SHA and HRA upon being interviewed.

5. DOCUMENTS FOR INFORMATIONAL PURPOSES:

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

Juneteenth Discussion: Commissioner Williams moves and Commissioner Brown seconds a motion for FCRHRA to adopt Juneteenth as a paid holiday provided to staff.

G. Govoni requested the Boards permission to continue discussion regarding the Juneteenth holiday. It was originally decided this topic would be on the July agenda, but time allowed for it this evening.

G. Govoni shared an excel sheet showing LifePath, Town of Orange, MassHire and City of Greenfield total holidays observed (13-14) including the Juneteenth holiday. Currently FCRHRA observes 12.5 and if Juneteenth is added it will bring it to 13.5.

The Board felt that if the holiday should be added to FCRHRA, it is important to message to the staff the meaning of the holiday. It is an inclusionary holiday and provides opportunity to have positive conversations.

G. Govoni agreed that if approved she would provide such information to staff with the Boards endorsement.

A Commissioner objected to the addition of a holiday, not the holiday itself. It is a fiscal concern.

It was proposed to remove Patriots Day and replace with the Juneteenth Holiday.

G. Govoni noted the concerns regarding the addition of the holiday. Having an ample holiday package is something FCRHRA can offer. Before the pandemic began the agency was working on making a commitment to racial equity and looking at some of our practices as an agency as it relates to processing applicants and the hiring process. Moving forward, it's important to continue this commitment.

G. Govoni proposed that if there is an issue with adding Juneteenth as a holiday, she will request that the ½ day Christmas Eve holiday be removed. Those staff who celebrate it can choose to use their own time to take it off. She stated however, that should not be necessary. If the Juneteenth holiday is added this will put the Agency within the same range as those state businesses previously presented.

17-4221 Vote 5 in favor; 1 opposed; 1 abstaining

7. DOCUMENTS USED

- FY22 Annual Plan
- May 24, 2021 Meeting Minutes
- April AP Warrant
- 3/31/21 Financials
- PHA Annual Plan & Required Civil Rights Certification
- #358127-Charlemont Well Pump Generator Change Order #1:
- Leased Housing Administrative Assistant Job Description
- Way Finders Subcontract Agreement for Division of Banks Services
- Staff Report

8. RESIDENT & PUBLIC PARTICIPATION

9. ADJOURNMENT

There being no further business, Commissioner Slowinski moved and Commissioner Cucchiara seconded a motion to adjourn the meeting at 6:01 PM. The next *regular* meeting of the HRA Board of Commissioners will be held on **July 12, 2021** via Zoom.

Respectfully submitted,



Gina Govoni, Secretary Ex officio