



**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 – March 1, 2021**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **March 1, 2021** via Zoom.

**1. CALL TO ORDER**

Commissioner Slowinski moved and Commissioner Atwood seconded a motion to call the meeting to order at 4:31 p.m.

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

Absent: None

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

Guest: None

**2. ACTIONS:**

**Minutes:** Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the minutes of the January 4, 2021 regular meeting of the Board as prepared.

No discussion.

17-4191 Vote 7 in favor; 0 opposed; 0 abstaining

**AP Warrant:** Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the accounts payable warrant for January & February 2021.

No discussion.

17-4192 Vote 7 in favor; 0 opposed; 0 abstaining

**HMLP Construction Monitor FY21 Consultant Agreement** Commissioner Fentin moved and Commissioner Cucchiara seconded a motion to approve and authorize Director of Community Development, Brian McHugh, as contracting officer to enter into a Consultant Agreement by and between the Community Economic Development Assistance Corporation (CEDAC) and Franklin County Regional Housing & Redevelopment Authority from 7/1/2020 with services completed by 6/30/2021.

B. McHugh explained that the home modification loan program originating from CEDAC is designed to assist the elderly and persons with a disability with modifications to their home. Community Development (CD) provides construction monitor services for local rehab agents throughout Franklin County, North Berkshire, Pittsfield and North Quabbin area. CD meets with the contractors at the beginning of the project and again to approve the work once it is completed.

17-4193 Vote 7 in favor; 0 opposed; 0 abstaining

**Orange FY20 Community Development Block Grant:** Commissioner Fentin moved and Commissioner Slowinski seconded a motion to authorize Executive Director, Gina Govoni, to execute a third-party contract between Franklin County Regional Housing and Redevelopment Authority and the Town of Orange for the administration of the Orange FY2020 Community Development Block Grant; and to authorize the Executive Director to execute any and all contracts related to fulfilling HRA's administrative and/or contractual responsibilities for the grant.

B. McHugh reported that the proposed grants would typically be announced in the summer, but they are 6 months behind due to the COVID Pandemic.

This grant includes housing rehabilitation for 10 units in the Town of Orange. The agreement states 8 units but this will be readjusted to reflect what the average turn around is. The grant is also providing funding to five social service programs.

17-4194 Vote 7 in favor; 0 opposed; 0 abstaining

**Montague FY20 Community Development Block Grant:** Commissioner Fentin moved and Commissioner Slowinski seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to execute a third-party contract between Franklin County Regional Housing and Redevelopment Authority and the Town of Montague for the administration of the Montague FY2020 Community Development Block Grant; and to authorize the Executive Director to execute any and all contracts related to fulfilling HRA's administrative and/or contractual responsibilities for the grant.

B. McHugh reported that there are 4 different activities being funded with this grant. A small housing rehab for 3 units; complete design for a neighborhood playground at Hillcrest Elementary School; Avenue A Street Scape project for sidewalk repairs and installation of planters in front of the Shea Theater, as well as, making accessible parking in front of the theater; and the continuation of the Spinner Park project.

17-4195 Vote 7 in favor; 0 opposed; 0 abstaining

**Heath FY20 Community Development Block Grant:** Commissioner Fentin moved and Commissioner Slowinski seconded a motion to authorize Executive Director, Gina Govoni, to

execute a third-party contract between Franklin County Regional Housing and Redevelopment Authority and the Town of Heath for the administration of the Heath FY2020 Community Development Block Grant; and to authorize the Executive Director to execute any and all contracts related to fulfilling HRA's administrative and/or contractual responsibilities for the grant.

B. McHugh reported that this grant is funding rehabilitation projects in Heath and Hawley for 16 units. B. McHugh believes that number will be exceeded.

17-4196 Vote 7 in favor; 0 opposed; 0 abstaining

**Wage Match for State Housing Program Tenants:** Commissioner Atwood moved and Commissioner Brown seconded a motion to approve Franklin County Regional Housing & Redevelopment Authorities Wage Match for State Housing Program Tenants, including tenants in conventional housing, MRVP and AHVP, as required by all local housing authorities to execute the wage match acknowledgment regarding confidentiality of information and Department of Revenue (DOR) disclosure and security training for safeguarding information.

L. Cornish reported the Wage Match is for tenants applying for some of our state funded programs. Per DHCD guidelines, this is to be done annually.

17-4197 Vote 7 in favor; 0 opposed; 0 abstaining

**Executive Director Contract:** Commissioner Slowinski moved and Commissioner Fentin seconded a motion to approve the At Will Executive Director Contract for HRA Executive Director, Gina Govoni as presented.

G. Govoni reported that this is an At Will Contract which follows the DHCD template that they mandate.

17-4198 Vote 7 in favor; 0 opposed; 0 abstaining

**Maintenance and Modernization Coordinator Job Description:** Commissioner Williams moved and Commissioner Cucchiara seconded a motion to approve the Maintenance and Modernization Coordinator Job Description as presented.

G. Govoni reported that this position is a restructuring of a current role that will bring more efficiency to the department. The position will report to the Director of Property & Asset Management and supervise the maintenance staff.

17-4199 Vote 7 in favor; 0 opposed; 0 abstaining

### **3. STAFF REPORTS**

L. Cornish reviewed the 12/31/20 operating statements. She highlighted information relating to vacancies as of 12/31, COVID exemptions, fees earned for CDBG, HCEC revenue being reduced due to late new hires.

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

##### **Leslie Brown RDI Update:**

RDI approved several certifications for the Sunderland project. Women's Institute unexpectedly closed its operations on February 19. Christine Rogers, from the Women's Institute, will continue to work with RDI as an independent consultant. Women's Institute gave their partners & staff 24 hours' notice regarding the closure.

##### **Sanderson Place:**

Is breaking ground. Fill is being brought in. A celebration is not planned at this time due to COVID.

**Board Member contact information:** No changes.

#### **5. DOCUMENTS FOR INFORMATIONAL PURPOSES:**

- a. MassNAHRO Board Member Certification: G. Govoni recommended to the Board that if possible, they should attend the finance training. Send the request to J. Carey and she will take care of the registration.
- b. Award Letter for Regionalization Tech Assistance
- c. SHA-HRA Management Services Agreement

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

##### **Project #358131: Admin. Building pipe lining Certificate of Substantial & Final completion:**

Commissioner Slowinski moved and Commissioner Brown seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to approve the Certificate of Substantial & Final Completion for the current payment due of \$15,912.50.

17-4200 Vote 7 in favor; 0 opposed; 0 abstaining

G. Govoni reported that this may be Commissioner Atwood's last board meeting as the process is moving forward with new Gubernatorial appointee, A. Larose.

The Board thanks Jessica for her years of service and all that she has contributed to the Board over those years.

#### **7. DOCUMENTS USED**

- January 4, 2021 Meeting Minutes
- January & February AP Warrants
- HMLP Construction Monitor FY21 Consultant Agreement
- FY20 CDBG Professional Serviced Contracts for the Towns of Orange, Montague & Heath.
- Wage Match for State Housing Program Tenants
- Executive Director Contract
- Maintenance and Modernization Coordinator Job Description
- Project 358131: Admin. Building Pipe Lining Certificate of Substantial & Final Completion
- Operating Statements 12/31/20
- Staff Report
- Award Letter for Regionalization Tech Assistance
- MassNAHRO Board Member Certification Training
- SHA-HRA Management Services Agreement

## **8. RESIDENT & PUBLIC PARTICIPATION**

## **9. ADJOURNMENT**

There being no further business, Commissioner Atwood moved and Commissioner Slowinski seconded a motion to adjourn the meeting at 5:28 PM. The next *regular* meeting of the HRA Board of Commissioners will be held on **Monday, April 5, 2021** via Zoom.

Respectfully submitted,



Gina Govoni, Secretary Ex officio