MINUTES
REGULAR MEETING – August 6, 2018

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on August 6, 2018 at the Franklin County Regional Housing & Redevelopment Authority Agency Classroom located at 241 Millers Falls Road, Turners Falls, MA.

1. CALL TO ORDER

Commissioner Cottrell called the meeting to order at 6:07 PM

Commissioners Present: L. Brown S. Hamdan
J. Tuttle S. Cottrell
B. Parkin D. Prest

Commissioners Absent: M. Slowinski J. Atwood

Staff Present: F. Pheeny J. Carey L. Cornish T. Dowd H. Mackay

Guest: None

2. ACTIONS

Minutes: Commissioner Tuttle moved and Commissioner Prest seconded a motion to approve the minutes of the July 9, 2018 regular meeting of the Board as prepared.

No discussion

17-183 Vote 5 in favor; 0 opposed; 1 abstaining

AP Warrant: Commissioner Brown moved and Commissioner Prest seconded a motion to approve the accounts payable warrant for July 2018.

No discussion

17-184 Vote 4 in favor; 0 opposed; 2 abstaining
Franklin County Regional Housing and Redevelopment Authority Personnel Handbook: Commissioner Parkin moved and Commissioner Prest seconded a motion to approve the Franklin County Regional Housing Authority Personnel Handbook as revised, allowing for language changes related to consistency, housekeeping, without any changes to policy, ensuring grammatical correctness.

F. Pheeny informed the board that once the draft was given to the board, it was discovered there are some typos and technical adjustments to make to the handbook. She introduced H. Mackay, Personnel Coordinator, to the board and informed them he was present to answer any questions they may have. She also informed the board that H. Mackay worked with both the Personnel Committee along with Commissioner Prest, Commissioner Brown and Commissioner Cottrell, as well as with the Staff Committee.

Commissioner Prest inquired as to what the general reaction was from staff.

H. Mackay stated that the Staff Committee worked very well together the primary focus of discussions was around comp time, dress code and maintenance dress code.

F. Pheeny stated that based on the input from staff and discussions with the Personnel Committee, there will not be any changes made to comp time. It will remain as is currently written. There was discussion about requiring comp time to be used within 3 months of accrual, but there is no fair way of tracking that and staff was hesitant with that change.

H. Mackay stated that only 5 staff members acquire comp time.

F. Pheeny went on to explain that at one time all non-exempt staff acquired comp time if they worked over 40 hours. Then the law changed and stated that anyone working over 40 hours need to be paid and not given comp time.

17-185 Vote 6 in favor; 0 opposed; 0 abstaining

H. Mackay departed at 6:20 p.m.

Public Housing Budget Amendment: Commissioner Prest moved and Commissioner Brown seconded a motion to approve the proposed Operating Budget for State-Aided Housing of the Franklin County Regional Housing Authority, Program Number 400-1 for fiscal year ending 9/30/18 showing total revenue of $853,892 and total expenses of $597,038 thereby requesting a subsidy of $478,200 be submitted to the Department of Housing and Community Development for its review and approval.
L. Cornish informed the board that what is being presented to them is the same budget that was approved by the board last year. She stated that she was able to close out the year for HRA on 6/30/18, which is before the deadline of 7/30/18.

L. Cornish informed the board that the only change to the budget is that there are no expenses related to bad debt for HRA. There’s about $18,000 in debt from vacated tenants. Documentation prior to T. Dowd’s arrival as Property Manager Director was insufficient and incomplete. She stated that currently she is going through the detail of all active tenants.

T. Dowd stated that RAFT is used to help tenant arrearages in some cases.

L. Cornish stated she would like to get a collection agency to pursue the bad debt to retrieve some of the money owed to HRA. She also stated that the bigger losses are from the sober housing and senior housing.

F. Pheeny also stated that the family housing is a big loss and this is where it’s really needed to be pursued in obtaining the amounts owed.

L. Cornish stated that the process is just beginning with how to pursue obtaining the money owed and we will get as far as possible by 9/30/18. She also stated that the fee accountant said not everything has been reconciled. There still may be areas that we will get marked as exceptions.

17-186 Vote 6 in favor; 0 opposed; 0 abstaining

CEDAC Contract Amendment: Commissioner Parkin moved and Commissioner Prest seconded a motion to authorize the Executive Director, as contracting officer, to enter in an agreement in connection with the Contractor’s services provided to Community Economic Development Assistance Corporation as detailed in the Contractor’s proposal (the “Project”) the undersigned agree to amend Paragraph 10, of the Consultant Agreement dated August 16, 2013 (the “Agreement”) to which this Amendment is attached by deleting Paragraph 10, in their entirety and substituting therefore a new Paragraph 10, attached as Paragraph 10, Amended hereeto.

Commissioner Prest inquired as to what Paragraph 10 refers to.

F. Pheeny explained that Paragraph 10 continually extends the CEDAC Contract on a yearly basis from its original date of 2013.
17-187 Vote 6 in favor; 0 opposed; 0 abstaining

**Capital Improvement Plan:** Commissioner Parkin moved and Commissioner Brown seconded a motion to approve the 5 year Capital Improvement Plan as presented.

T. Dowd presented the board with the 5 year capital improvement plan stating that it is a projection of work to be initiated and completed over the next 5 years at FCRHRA properties. The monies come from state bond funds. DHCD has projected $84,664.00 to be used over the next 5 years.

T. Dowd stated that money from year 2&3 can be used toward projects in year 1 if needed. Years 4 & 5 are a wish list as it can’t be projected that far in advance what projects will really need to be completed.

Commissioner Brown inquired if the money isn’t completely spent on the projects can it be used in other years for those projects?

T. Dowd clarified that yes, if the money isn’t completely spent it won’t be taken from the formula funding. He also clarified that years 1, 2 and 3 are projects that have to be done.

17-188 Vote 6 in favor; 0 opposed; 0 abstaining

**SHA Management Services Agreement:** Commissioner Parkin moved and Commissioner Prest seconded a motion to authorize the Executive Director, as contracting officer, to enter into an agreement made on the 11th day of July, 2018, by and between the Shelburne Housing Authority (the “Owner”) and the Franklin County Regional Housing and Redevelopment Authority (the “Management Agent”) which sets forth the terms and conditions of a contract under which the Management Agent will provide assistance to carry out the day-to-day operations of the Owner.

F. Pheeny informed the board that DHCD has dictated that any housing authority that manages another housing authority needs to use this managing agreement. While there can be no changes to the agreement.

She stated this presented agreement replaces the original agreement that was instated in 1978. The agreement identifies the roles of the Shelburne Board of Commissioners and the relationship with property management.
Commissioner Brown inquired if the previous management agreement was structured as this new one is.

F. Pheeny replied that it was not and DHCD created this agreement format.

Commissioner Prest asked several questions pertaining to the agreement, the newly enforced lock out procedures and if this agreement will change how Shelburne Housing Authority is managed.

F. Pheeny explained that the Shelburne Board of Commissioners has approved this new management agreement. She went on to explain that the lock out procedure is a separate policy and tenants will be required to sign that agreement as an original lease upon residing at Highland Village or as they renew their lease. She also stated that this new management agreement doesn’t change how management and Commissioners will continue to work together and oversee Highland Village.

17-189 Vote 6 in favor; 0 opposed; 0 abstaining

T. Dowd departs at 6:50p.m.

**FY2018 AHVP Income Limits:** Commissioner Parkin moved and Commissioner Prest seconded a motion to approve the Department of Housing and Community Development released income limits for the Alternate Housing Voucher Program (AHVP) for 2018 to implement these new income limits for the one voucher HRA is currently administering for the Spencer Housing Authority and which will not affect the participation of this voucher as their income is well below the limit.

No discussion.

17-190 Vote 6 in favor; 0 opposed; 0 abstaining

**3. EXECUTIVE DIRECTOR’S REPORT**

F. Pheeny informed the board that per insurance requirement, there has recently been tree removal at the Agency. An RFP was placed and one bid was returned for $4,000. The company did a great job removing the necessary trees and even removed additional ones without charging extra.

F. Pheeny stated that she had an update regarding the Solar Net Metering Contract that was approved by the board in January. The project was scheduled to go live in
May however Eversource has yet to connect the solar farm to the grid. While it was expected we’d see solar credit for the housing properties sooner, it now look like there won’t be any savings seen until October 1, 2018. She went on to say that she has contacted the owner of the solar farm and he will keep her abreast of progress and will also be diligent with Eversource in making the grid connection.

F. Pheeny informed the board that since HRA is a public housing building and not a residential building the Agency is unable to take advantage of the solar net metering, but she is considering looking into placing solar panels on the roof; however this will not occur until more research is done around grants for such a project and the buildout of the Agency is completed.

F. Pheeny informed the board that the HVAC Company will be coming to the Agency to do some adjustment to the A/C and will be asked to come back again after the construction for the buildout is completed to do some additional cleaning to the system.

F. Pheeny stated that L. Cornish is working on chart of accounts and it appears that it’s on track.

4. OTHER BUSINESS

Leslie Brown RDI Update: Commissioner Brown informed the board that RDI met on July 10. The majority of the discussion was based around strategic planning. She stated that F. Pheeny presented a contract from Rainmaker for such planning, but the RDI board felt the cost was too much. F. Pheeny presented the RDI board with using consultant B. Breitbart, however the board of directors felt it was best to table the motion until Director L. Dunlavy meets with J. Berrera on Thursday, August 9, 2018.

F. Pheeny stated that L. Dunlavy will handle the meeting as she will be unable to attend.

There was discussion regarding the homeless living on the Greenfield Common.

Board Member contact information:

No changes

5. STAFF REPORT:

No discussion
6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

7. DOCUMENTS USED

- Minutes of the regular meeting held July 9, 2018
- AP Warrant for July 2018
- Franklin County Regional Housing and Redevelopment Authority Personnel Handbook
- Public Housing Budget
- CEDAC Contract Amendment
- Capital Improvement Plan
- SHA Management Services Agreement
- 2018 AHVP Income Limits
- Tree Removal Owner Contract Agreement
- NERC NAHRO July 2018 Newsletter
- Public Housing Notice 2018-12 Massachusetts Evacuee Transitional Assistance Reserve for Hurricane Maria Evacuees from Puerto Rico
- Staff Report

8. ADJOURNMENT

There being no further business, Commissioner Parkin moved and Commissioner Prest seconded a motion to adjourn the meeting at 7:09 PM. The next regular meeting of the HRA Board of Commissioners is scheduled for September 10, 2018 at 6:00PM located at the Montague Town Police Department, 180 Turnpike Road, Turners Falls, MA 01376.

Respectfully submitted,

Frances Pheeny, Secretary ex officio