MINUTES
REGULAR MEETING
November 4, 2019

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the Regular meeting of the Authority on November 4, 2019 at the Franklin County Regional Housing and Redevelopment Authority Kulik Meeting Room, 241 Millers Falls Road, Turners Falls, MA 01376.

1. CALL TO ORDER

Commissioner Prest called the meeting to order at 6:43PM.

Commissioners Present: D. Prest  L. Brown  S. Cottrell
                        F. Williams  J. Atwood  M. Slowinski

Commissioners Absent:  S. Hamdan

Staff Present: G. Govoni  L. Cornish

Guest: None

2. ACTIONS:

Minutes: Commissioner Atwood moved and Commissioner Prest seconded a motion to approve the minutes of the September 9, 2019 regular meeting of the Board as amended.

17-358 Vote 6 in Favor; 0 opposed; 0 abstaining

AP warrant September 2019: Commissioner moved and Commissioner seconded a motion to approve the September 2019 AP Warrant.

17-359 Vote 6 in Favor; 0 opposed; 0 abstaining

AP warrant October 2019: Commissioner moved and Commissioner seconded a motion to approve the October 2019 AP Warrant.

17-360 Vote 6 in Favor; 0 opposed; 0 abstaining
**HUD fair market rent:** Commissioner moved and Commissioner seconded to approve the HUD Fair Market Rent for FY 2020. The market rent is returning to the 2017 Fair Market rent.

17-361 Vote 6 in Favor; 0 opposed; 0 abstaining

**FY20 utility charts:** Commissioner moved and Commissioner seconded a motion to approve FY2020 Utility Charts.

17-362 Vote 6 in Favor; 0 opposed; 0 abstaining

**FY20 payment standards:** Commissioner moved and Commissioner seconded a motion to approve FY 2020 Payment Standards for HCV Program.

17-363 Vote 6 in Favor; 0 opposed; 0 abstaining

**HAP contract HRA and ServiceNet, Inc.:** Commissioner moved and Commissioner seconded a motion to approve the HAP Contact between HRA and Service Net, Inc.

17-364 Vote 6 in Favor; 0 opposed; 0 abstaining

**SEMAP Submission:** Commissioner moved and Commissioner seconded to approve the Section 8 Management Assessment Program (SEMAP) Submission.

17-365 Vote 6 in Favor; 0 opposed; 0 abstaining

**Amendment No.1 Geosite:** Commissioner moved and Commissioner seconded to approve the Amendment No. 1 to Agreement between Geosite, Inc and Franklin County Regional Housing & Redevelopment Authority.

17-366 Vote 6 in Favor; 0 opposed; 0 abstaining

**HCEC FY20 budgets:** Commissioner moved and Commissioner seconded to approve the HCEC FY2020 Budgets for Contracts.

17-367 Vote 6 in Favor; 0 opposed; 0 abstaining

**HCEC Director Job description:** Commissioner moved and Commissioner seconded to approve the HCEC Director Job Description.

17-368 Vote 6 in Favor; 0 opposed; 0 abstaining

**Director of Property & Asset Management Job Description:** Commissioner moved and Commissioner seconded to approve the Amended description for the Director Property Management & Procurement position. Property Management will be overstaffed until the transition is complete.
17-369 Vote 6 in Favor; 0 opposed; 0 abstaining

**Forgiveness Request Appeal:** Commissioner moved and Commissioner seconded to approve the Forgiveness Subordination Transfer Policy as amended.

17-370 Vote 6 in Favor; 0 opposed; 0 abstaining

**FY19 CDBG grant-Town of Montague:** Commissioner moved and Commissioner seconded to approve the Contract with the Town of Montague for Administration of the FY19 CDBG grant.

17-371 Vote 6 in Favor; 0 opposed; 0 abstaining

**FY19 CDBG grant-Town of Orange:** Commissioner moved and Commissioner seconded to approve the Contract with the Town of for administration of the FY19 CDBG grant.

17-372 Vote 6 in Favor; 0 opposed; 0 abstaining

**FY19 CDBG grant-Town of Wendell:** Commissioner moved and Commissioner seconded to approve the contract with the town of Wendell for Administration of the FY19 CDGB grant.

17-373 Vote 6 in Favor; 0 opposed; 0 abstaining

**Emerald Lead Testing contract Orange & Wendell:** Commissioner moved and Commissioner seconded to approve the Contract with Lead Inspection Consultants for inspection service for Y19 Orange CDGB grant and the FY19 Wendell CDGB grant.

17-374 Vote 6 in Favor; 0 opposed; 0 abstaining

**Caulfield Lead Testing contract Orange & Wendell:** Commissioner moved and Commissioner seconded to approve Contract with Lead Inspection Consultants for inspection service for Y19 Orange CDGB grant and the FY19 Wendell CDGB grant.

17-375 Vote 6 in Favor; 0 opposed; 0 abstaining

**SHA/HRA Management Services Agreement:** Commissioner moved and Commissioner seconded to approve the SHA Management Services Agreement.

17-376 Vote 6 in Favor; 0 opposed; 0 abstaining

**MMDT-Mass. Municipal Depository Trust:** Commissioner moved and Commissioner seconded to approve and authorize the representatives for the Massachusetts Municipal Depository Trust.

17-377 Vote 6 in Favor; 0 opposed; 0 abstaining
Amended Internal Control Policy: Commissioner moved and Commissioner seconded to approve the amended Internal Control Policy, in which there is consistency throughout the policy regarding the treasurer’s change in duties.

17-378 Vote 6 in favor; 0 opposed; 0 abstaining

Wage Match for State Housing Program Tenants: Commissioner moved and Commissioner seconded to approve the Wage Match for State Program Tenants.

17-379 Vote 6 in Favor; 0 opposed; 0 abstaining

Change Order #2-358096 Squakheag Village Parking: Commissioner moved and Commissioner seconded to approve to Change Order #2 FISH No. 358096- Squakheag Village Parking lot removal and Replace Damage Concrete Sidewalks.

17-380 Vote 6 in favor; 0 opposed; 0 abstaining

Certificate of final completion-Squakheag Village Parking lot -358096: Commissioner moved and Commissioner seconded to approve the certificate of final completion FISH No. 358096-Squakheag Village Parking Lot.

17-381 Vote 6 in favor; 0 opposed; 0 abstaining

Certificate of substantial completion #358118: Commissioner moved and Commissioner seconded to approve the Certificate of substantial completion #358118.

17-382 Vote in favor; 0 opposed; 0 abstaining

Certificate of final completion #358118: Commissioner moved and Commissioner seconded to approve the certificate of final completion #358118.

17-383 Vote 6 in Favor; 0 opposed; 0 abstaining

3. STAFF REPORTS: All staff reports were given for the month of September and October. Thanks were given for the Staff’s continuing hard work.

4. OTHER BUSINESS

Board Member contact information:

No changes.

5. DOCUMENTS USED
• Minutes of the regular meeting held September 9, 2019.
• PHN-21 Executive Director Salary and Qualifications Schedule
• PHN 2019-22 Addendum #1 FY2020 Budget Guidelines
• Public Hearing Regarding the Draft 2020-2021 QAP for the Low Income Housing Tax Credit (LIHTC)
• PHN 2019-24 NOFA Technical Assistance for Creation of Regional Housing Authority Entities
• PHN 2019-25 AIMM Program Rules and Application
• Staff Report September 2019
• FY20 Budget
• Executive Director Salary Calculation Worksheet

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

• HAFIS 4001
• HAFIS MRVP

7. ADJOURNMENT

There being no further business, Commissioner Slowinski moved and Commissioner Williams seconded a motion to adjourn the Regular Meeting at 7:45 PM. The next regular meeting of the HRA Board of Commissioners will be held on Monday, December 2, 2019 at 5:30PM and will be located at the Franklin County Regional Housing and Redevelopment, Kulik Meeting Room, 241 Millers Falls Road, Turners Falls, MA 01376.

Respectfully submitted,

Gina Govoni, Secretary Ex officio