



SHELBURNE HOUSING AUTHORITY
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SHELBURNE HOUSING AUTHORITY
Regular Meeting
September 13, 2017
Minutes

Commissioners Present: R. Maccini, K. Levitch, N. Grunberg, M. Payne, L. Allen
Commissioners Absent: None
Staff Present: F. Pheeny, T. Dowd
Others present: Judy Turner, and other SHA Tenants

1. Call to Order

There being a quorum present, Commissioner Maccini called the regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 6:00 PM at the Highland Village community room.

2. Actions

Minutes: Commissioner Levitch moved and Commissioner Payne seconded a motion to approve the minutes of regular meeting of the SHA Board of Commissioners held on August 10, 2017 as prepared.

No discussion

17-21 Voted 4 in favor, 0 opposed, 1 abstaining

3. Capital Improvement Plan: Commissioner Levitch moved and Commissioner Allen seconded a motion to acknowledge the review of the Capital Improvement Plan as prepared by Timothy Dowd, Property Management Director, and to recommend its submission to DHCD for review and approval.

T. Dowd presented the CIP and answered questions about the upcoming kitchen and bath renovation project at SHA.

17-22 Voted 5 in favor, 0 opposed, 0 abstaining

4. Other Business

Public Housing Notice 2017-20 FY 18 Sustainability Initiative Program and LEAN

Communication Requirements: F. Pheeny shared the notice with the Board

NAHRO NEWS

F. Pheeny shared with the board members this newsletter published by Massachusetts NAHRO Boston, MA Vol. XLI No. 8,

5. Staff Reports

F. Pheeny shared with the board the SHA Asset Management Report for August 2017 which stated that as of August 30, 2017 there were no vacant units. Tim Dowd, Director of Property Management shared that a meeting was held on August 22, 2017 to discuss preliminary kitchen and bath renovations. Every resident will have an individual interview to determine what, if any, unique needs they may have as they will need to relocate as the work is being done.

RCAT Meeting: Commissioner Maccini informed the board that she has attended the RCAT meeting that was recently held in Leominster, MA. They will be meeting on a quarterly basis to work on setting standardized construction projects procedures. Other SHA Board members are welcome to attend these meetings.

Shelburne Housing Plan: Commissioner Payne reported to the Board that FRCOG is paying for a survey of housing in Shelburne which will provide information regarding the housing needs in town.

SHA Tenant Judy Turner asked to speak with the Board regarding her concerns:

- she feels that property management is not on site often enough
- a notice was sent out to tenants about not smoking, she feels that many tenants are smoking on the property
- she stated that there is a drug problem
- she asked why there isn't a tenant representative on the Board

- Commissioner Maccini explained that the state needs to issue guidelines but that any resident of Shelburne can run for election to the Board

6. Documents Used

- Minutes of the 8/10/17 regular meeting
- FY 17 Capital Improvement Plan for state aided housing
- Public Housing Notice 2017-18 DHCD Guidelines for At-Will Employment of the Executive Director
- Public Housing Notice 2017-20 FY18 Sustainability Initiative Program Update and LEAN Communication Requirements
- SHA Asset Management Report for August 2017
- NAHRO NEWS September 2017 Newsletter

7. Adjournment

There being no additional business, Commissioner Payne moved and Commissioner Levitch seconded a motion to adjourn the regular meeting at 6:52 PM. *The next annual and regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, October 11, 2017 at 6 P.M. in the Highland Village community room, Highland Avenue, Shelburne, MA.*

Respectfully submitted,

Frances Pheeny
Secretary ex officio

Shelburne 2018 CIP

Project Info							
FISH#	Fish Status	Project Number	DCD	Project Name	Development	ProjectCategory	Priority TDC
268030	ACTIVE	268-667-1A-0-17-1372	10/19/2017	17 Extraordinary Maintenance	HIGHLAND VILLAGE	Other	4 \$9,200.00
268028	ACTIVE	268-667-1A-0-15-1024\ 268-667-1A-001-14-3014	4/22/2016	Kitchen & Baths	HIGHLAND VILLAGE	Kitchens and Baths	2 \$672,386.21
		268-667-1A-0-14-3009	10/1/2017	SHA Community Room Enclosure	HIGHLAND VILLAGE	Building Envelope	1 \$5,441.00
		268-667-1A-S01-17-1582	10/1/2017	Additional concrete walkways	HIGHLAND VILLAGE	Site Conditions	1 \$7,889.00
		268-667-1A-0-10-362	4/13/2018	Stairwell flooring replacement	HIGHLAND VILLAGE	Finishes	1 \$21,551.00
		268-667-1A-S01-16-1270	7/1/2018	6671 SHA Automatic Door Openers	HIGHLAND VILLAGE	ADA/Accessibility	1 \$49,500.00
		268-667-1A-S01-17-1584	7/1/2020	Concrete Patio repairs	HIGHLAND VILLAGE	Site Conditions	2 \$6,386.00
		268-667-1A-0-14-3015	9/19/2021	SHA Roof Replacement Project	HIGHLAND VILLAGE	Building Envelope	3 \$130,320.00

Shelburne 2018 CIP

Project Info		Fiscal Year						
Project Name	Development	FY17 or prior	FY18	FY19	FY20	FY21	FY22	FY23
17 Extraordinary Maintenance	HIGHLAND VILLAGE	\$9,200.00						
Kitchen & Baths	HIGHLAND VILLAGE		\$672,386.21					
SHA Community Room Enclosure	HIGHLAND VILLAGE		\$5,441.00					
Additional concrete walkways	HIGHLAND VILLAGE		\$7,889.00					
Stairwell flooring replacement	HIGHLAND VILLAGE		\$14,051.25	\$7,499.75				
6671 SHA Automatic Door Openers	HIGHLAND VILLAGE			\$49,500.00				
Concrete Patio repairs	HIGHLAND VILLAGE					\$6,386.00		
SHA Roof Replacement Project	HIGHLAND VILLAGE						\$54,741.45	\$75,578.55

Shelburne 2018 CIP

Project Info		Funding Source				
Project Name	Development	ADA FF	FF	CR	SPL. PROG	CDBG
17 Extraordinary Maintenance	HIGHLAND VILLAGE				\$9,200.00	
Kitchen & Baths	HIGHLAND VILLAGE			\$2,040.00		\$670,346.21
SHA Community Room Enclosure	HIGHLAND VILLAGE		\$5,441.00			
Additional concrete walkways	HIGHLAND VILLAGE		\$7,889.00			
Stairwell flooring replacement	HIGHLAND VILLAGE		\$21,551.00			
6671 SHA Automatic Door Openers	HIGHLAND VILLAGE	\$3,500.00	\$46,000.00			
Concrete Patio repairs	HIGHLAND VILLAGE		\$6,386.00			
SHA Roof Replacement Project	HIGHLAND VILLAGE		\$130,320.00			