



SHELBURNE HOUSING AUTHORITY
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SHELBURNE HOUSING AUTHORITY
Regular Meeting
January 10, 2018
Minutes

Commissioners Present: N. Grunberg, K. Levitch, R. Maccini, M. Payne

Commissioners Absent: L. Allen

Staff Present: F. Pheeny, J. Carey, T. Dowd

Others present: Todd Bard from Lee Energy Group
See attached sign in sheet

1. Call to Order

There being a quorum present, Commissioner N. Grunberg moved and Commissioner K. Levitch seconded a motion to call the regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 6:02 p.m. located at the Highland Village community room.

2. Actions

Minutes: Commissioner N. Grunberg moved and Commissioner K. Levitch seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on December 13, 2017 as prepared.

17-35 Voted 4 in favor; 0 opposed; 0 abstaining

3. Other Business

FY18 Budget Guideline Released

F. Pheeny informed the board that she received the FY18 budget guidelines on January 2. It shows that there's a 10% increase to the annual budget. We have until March 1, 2018 to submit the budget to DHCD. F. Pheeny will present the FY18 budget to the board at the February meeting. Modifications will need to be made to the budget.

Complaint Snow Plow Vendor

F. Pheeny expressed her concern to the board that tenant(s) of Highland Village have made threats towards the snow plow vendor. This tenant(s) expressed to the vendor that he was doing an inadequate job with shoveling and salting/sanding the walkways. The tenant(s) has openly stated to the Vendor that he will sue the vendor. F. Pheeny informed the board that this is a very unfortunate circumstance. It is already difficult to get vendors to care for the Highland Village property because of its rural location and reputation. This unfortunate situation has caused several problems such as:

- 1.** HRA maintenance staff is now solely responsible for the upkeep of the walkways during and after a snow storm. This costs the agency more money as it requires maintenance staff to work extended hours during storms.
- 2.** It requires HRA maintenance staff to take time away from their scheduled maintenance duties, resulting in those duties being delayed in getting completed.

Fortunately the Vendor has agreed to continue with plowing the driveways. Commissioner R. Maccini asked Property Manager T. Dowd if he knew of the tenant(s) who caused this situation.

T. Dowd stated he didn't ask who had threatened the vendor, but the vendor was forthcoming with the name of the tenant.

R. Maccini asked if T. Dowd approached the tenant once he knew who it was. T. Dowd replied that he did not as he is working towards keeping a cooperative community. T. Dowd expressed that he felt that appropriate measures were being taken by bringing it to the attention of F. Pheeny, Executive Director of FCRHRA and the board.

R. Maccini expressed that the tenant should have been approached not only to give their side of the situation, but to also be informed that they are in violation of their lease.

F. Pheeny informed the board that she has sent a notice to every tenant to make them aware of this issue and stated again that if a tenant has an issue with a vendor then they need to bring their concerns to property management not to the vendor.

Board member contact information

No contact information had changed.

Public Housing Notice "PHN 2018-02" FY2018 Budget Guidelines

F. Pheeny spoke of these guidelines in the beginning of the meeting.

4. Staff Reports

T. Dowd informed the board that he checks daily to see what needs to be done for work orders. There were 15 work orders for the month of December and all 15 were completed by the end of that month. He commends the tenants for paying their rent on time. There is currently 1 unit vacant.

F. Pheeny asked the board to participate in a survey conducted by MassNAHRO. Currently the tenant election process is still unresolved. MassNAHRO is requesting member agencies in towns to complete the survey that contains a list of options on how to designate the tenant seat on the board. Once MassNAHRO has received all of the data needed regarding appointing or electing tenants to the board, they will develop a working group to discuss the input gathered. Survey instructions were provided to the board. Input is to be received from board members and the Executive Director by January 12, 2018.

5. Other business not reasonably anticipated 48 hours in advance

Solar Power and Services Agreement: Director R. Maccini moved and Director K. Levitch seconded to authorize the Executive Director as contracting officer to execute the Solar Power and Services Agreement by and between BVD Solar and Shelburne Housing Authority.

Guest Todd Bard, owner and CEO of Lee Energy Group, presented a 20 year contract by Solar Net Energy for Highland Village. DHCD has already approved the contract and other housing authorities have signed on with Solar Net Energy. T. Bard informed the board that BVD should be up and running by May and then the savings from net metering will begin.

The housing authority will benefit from this contract in ways such as:

1. The amount of kilowatt hours purchased are transferrable to other housing authorities to prevent housing authorities from over committing.
2. The Shelburne Housing Authority will be saving 15% on utility costs which is a great savings as all units are currently run on electricity.
3. The solar field is in Pittsfield will house the panels. For the first 10 years, if there's damage or something happens in the field, it is the developer's responsibility to fix it.

Commissioner K. Levitch inquired as to whether or not the kilowatt rate is set by the market. T. Bard stated that the default rate changes every 6

months, but the other rates stay the same. The contract is locked in at 15%.

Commissioner N. Grunberg inquired as to why solar panels aren't being installed on site. F. Pheeny stated there are several factors for not having the solar panel on site such as:

1. DHCD wouldn't approve it.
2. The construction and maintenance of the panels would be very costly and not supported by the agency budget

17-36 4 approved; 0 opposed; 0 abstaining

Commissioner M. Payne announced that she is resigning, as of this evening, as a Commissioner of the Shelburne Housing Authority. She will continue to be an advocate for the tenants of Highland Village and will continue pursuing the goal of providing a community garden. The attending tenants of the SHA meeting, along with the board members, thank M. Payne for her years of service and wish her the best with her future endeavors.

Documents Used

1. Minutes of the December 13, 2017 regular meeting
2. MassNAHRO email and survey information regarding the tenant election process
3. Public Housing Notice "PHN 2018-02" FY 2018 Budget Guidelines
4. January 2018 NAHRO Newsletter
5. SHA Property Management Report for December 2017
6. Solar Power and Services Agreement
7. Solar Power Savings Analysis

6. Adjournment

There being no additional business, Commissioner M. Payne moved and Commissioner K. Levitch seconded a motion to adjourn the regular meeting at 7:00 PM. *The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, February 14, 2018 in the Highland Village community room, Highland Avenue, Shelburne, MA.*

Respectfully submitted,

Frances Pheeny
Secretary ex officio

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