



**SHELBURNE HOUSING AUTHORITY**  
1 Highland Village • Shelburne Falls, MA 01370 • (413) 625-9360  
Executive Office: 42 Canal Road • Turners Falls, MA 01376  
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**SHELBURNE HOUSING AUTHORITY**  
**Regular Meeting**  
**December 13, 2017**  
**Minutes**

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

**Commissioners Absent:** None

**Staff Present:** F. Pheeny, J. Carey

**Others present:** See attached sign in sheet

**1. Call to Order**

There being a quorum present, Commissioner Allen called the regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 6:11 PM at the Highland Village community room.

Commissioner N. Grunberg enters at 6:12 PM

**2. Actions**

**Minutes:** Commissioner Levitch moved and Commissioner Maccini seconded a motion to approve the minutes of the annual meeting of the SHA Board of Commissioners held on October 17, 2017 as prepared.

17-30 Voted 5 in favor, 0 opposed, 0 abstaining

**Minutes:** Commissioner Levitch moved and Commissioner Maccini seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on October 17, 2017 as amended

17-31 Voted 5 in favor, 0 opposed, 0 abstaining

**Minutes:** Commissioner Levitch moved and Commissioner Maccini seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on November 29, 2017 as prepared.

17-32 Voted 5 in favor, 0 opposed, 0 abstain

**Approve Meeting Schedule for 2018:** Commissioner Maccini moved and Commissioner Payne seconded a motion to approve the schedule of proposed dates for regular meetings of the SHA Board of Commissioners for 2018 as prepared.

17-33 Voted 5 in favor, 0 opposed, 0 abstaining

**Public Participation Policy:** Commissioner Maccini moved and Commissioner Payne seconded a motion to implement the following policy:

**SHA Public "Speak Out" Participation Policy**

1. Public participation will be allowed prior to the start of the regularly scheduled meeting,
  - a. Meetings are regularly scheduled to start at 6 PM public participation will start at 5:45 PM.
2. Tenants will sign up or email the property manager at [ggagne@fcrhra.org](mailto:ggagne@fcrhra.org) in advance of each regularly scheduled board meeting.
3. Public participants will be allowed 3 minutes to speak on their topic.
4. All remarks must be addressed to the Board Chair.
5. The speaker must identify him/herself and the subject they wish to speak about to ensure it is a relevant item for the Board to hear.

F. Pheeny informed the board that the policy will be posted in the community room the following day, Thursday, December 14, 2017, on SHA letterhead as an official policy.

17-34 Voted 5 in favor, 0 opposed, 0 abstaining

**3. Other Business**

F. Pheeny informed board members M. Payne and N. Grunberg that they needed to complete their required state ethics training.

**Board member contact information**

No contact information had changed.

**Public Housing Notice 2017-26**

Notice of Funding Availability: Modernization To Independence Program was provided for the board's information.

**MassNAHRO newsletter**

Also shared for the board's information.

#### 4. Staff Reports

F. Pheeny reviewed the Capital Benchmark Report informing the board that we're very thankful to the town of Shelburne as the funds over the 3 year period (2015-2017) has been allocated to get the kitchen and bathrooms done at Highland Village.

#### 5. Documents Used

- Minutes of the 10/17/17 annual meeting
- Minutes of the 10/17/17 regular meeting
- Minutes of the 11/29/17 regular meeting
- Public Participation Policy
- Proposed Dates of 2018 SHA Board Meetings
- Capital Benchmark Report
- Staff Report
- Public Housing Notice 2017-26: Notice of Funding Availability: Modernization to Independence Program
- MassNAHRO newsletter

#### 6. Adjournment

There being no additional business, Commissioner Levitch moved and Commissioner Maccini seconded a motion to adjourn the regular meeting at 6:34 PM. *The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, January 10, 2018 at 6 P.M. in the Highland Village community room, Highland Avenue, Shelburne, MA.*

Respectfully submitted,



Frances Pheeny  
Secretary ex officio

# SHELBURNE HOUSING AUTHORITY

Regular Meeting of the Board of Commissioners  
Wednesday, December 13, 2017 6:00 PM  
Highland Village community room

## SIGN IN SHEET

Name	Address/Contact Information
Wileen & Brian	11 HV, SF, MA 01370 NLOBRIEN@OUTLOOK.COM
Doris Kunder	7 HV SF MA 01370
Dan Karamie	ME # 32
Judy Turner	A-12.
Jacqueline Gens	B-37
Sandy Haby	16
SUSAN GILLAN	31 H.V.
Rear and Brodt Hi Meeting!!	HV # 41