



SHELBURNE HOUSING AUTHORITY
1 Highland Village • Shelburne Falls, MA 01370
Executive Office: 42 Canal Road • Turners Falls, MA 01376
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SHELBURNE HOUSING AUTHORITY
Regular Meeting
February 14, 2018

Commissioners Present (by Roll Call): N. Grunberg, K. Levitch, R. Maccini, L. Allen

Commissioners Absent: None

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

Others present: See attached sign in sheet

1. Call to Order

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

2. Actions

Minutes: Commissioner R. Maccini moved and Commissioner K. Levitch seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on January 10, 2018 as prepared.

17-37 Voted 4 in favor; 0 opposed; 0 abstaining

Report from Commissioner Noah Gunberg-Attorney recommendations

regarding accusations against management: N. Grunberg provided the board members with copies of his notes regarding his conversation with Attorney John Liebel. N. Grunberg reviewed and clarified the following information provided to him by Attorney Liebel:

- A. **Executive Session-** Board members are to stay on track and discuss only what is on the agenda. Executive Session is appropriate when there is a discussion of specific individuals and personalities as tenant residencies are confidential.
- B. **Course of action for the Board:** Talk to management regarding existing policies and systems that are alleged to have failed. It is allowed to come

out with a statement of confidence in management, yet be clear that the Board intends to review the policies. The Board is obligated to know what is in place and what is working and not working, and to fix what is not working.

- C. **Meeting with Select board:** SHA Board is autonomous and does not answer to the Board of Selectmen. The SHA Board doesn't have any obligation to discuss specific tenants and personalities with the Select board.
- D. **Attorney Liebel** emphasized that it is inappropriate for Board members to directly query tenants regarding issues, though it being a small town, it is not always possible to avoid.
- E. **Role of Board Members:** Tenant issues should be directed to management (using current policies)
 - R. Maccini clarified that issues need to be directed to management and the Board members are to follow up to be sure the issues is followed through.
 - N. Grunberg suggested having a written process in which the tenants would follow should they feel they're not being listened to or having unresolved issues. The board will also be reminded of these stages and can then remind the tenant of the steps before coming to the board.

Commissioner L. Allen made a motion to move into executive session to discuss the confidence in management.

Commissioner N. Grunberg moved and R. Maccini seconded a motion to plan an Executive Session to create a statement from the board and discuss these matters further.

Commissioner K. Levitch had some questions regarding the need for an Executive Session. Commissioner L. Allen clarified that the reason for another Executive Session is to continue discussion of what was discussed previously and how to come out with a statement.

Commissioner N. Grunberg moved and Commissioner R. Maccini seconded a motion to amend the first motion to be as follows: To schedule going into Executive Session to continue previous session now that we have more information.

17-38 4 in favor; 0 Opposed; 0 Abstaining

3. Other Business

Public Housing Notice 2018-04 Direct Cost Exemptions for Operating Reserve Augmentation in FY2018 Budget & New Operating Reserve Thresholds:

The PHN Notice states that DHCD will be providing a Direct Cost Exemption for the augmentation of the operating reserve for Local Housing Authorities (LHAs) based upon need.

F. Pheeny informed the board that with this augmentation, DHCD is also establishing new threshold rules for operating reserve expenditures. These rules are to ensure that, moving forward, all LHAs maintain the appropriate operating reserve level needed to buffer against any unforeseen events.

F. Pheeny stated that at next month's board meeting she'll present the board with the FY 18 budget and present more information on the SHA reserve levels.

Board member contact information:

Commissioner R. Maccini asked to be sure that her email address is current in HAFIS.

Commissioner L. Allen requested that information regarding board business be emailed to her business email address of lallen@fcrhra.org and not her personal email address.

4. Staff Reports

F. Pheeny informed the members that in August of 2004 SHA entered into a bulk service agreement with Comcast for television cable service. This service expired a while ago. Comcast is requesting to make changes to their bulk service agreement. An RFP needs to be put out for cable services from other vendors.

Commissioner R. Maccini asked if the housing authority pays for the current service and then collects the money from tenants.

T. Dowd clarified that the tenant currently pays \$26.67 a month towards the cable. This is just for TV, not internet or phone.

T. Dowd presented his Manager Property Report informing members that 45 of 46 units are occupied. One unit is being kept empty and available for use for the upcoming kitchen and bath rehabilitation. There were a total of 19 work orders requested for the month January. Fifteen have been completed in approximately 1 ½ days per work order. The remaining 4 orders for January are in the process of getting done. T. Dowd expressed that it is a pleasure to have a site run as well as this one does as there is no current outstanding rent owed by any resident of Highland Village.

F. Pheeny referred to the NAHRO newsletter, encouraging the board to read it in its entirety. F. Pheeny made reference to a few articles such as the Survey Conducted of LHAs on Tenant Board Members and DHCD Meets with Mass NAHRO Housing Committee.

T. Dowd confirmed that the relocation bid will be held on-site at Highland Village in the Community Room on Thursday, February 15, 2018.

Commissioner R. Maccini made a request to have a discussion about the current Public Speak Out Policy.

The board members engaged in a lengthy discussion with the present Highland Village tenants and members of the Shelburne Select Board, regarding the specificities about the current Public Speak Out Policy. Tenants, along with the Select Board members voiced their concerns and requests regarding the policy.

Commissioner N. Grunberg moved and Commissioner K. Levitch seconded a motion that there is a "public comment period" documented at the end of each posted monthly agenda. This period will allow tenants to speak at the end of each board meeting. The Chair, has the final say at each meeting to determine whether or not the tenants topic is appropriate for the board and is also in charge of length of time allowed for speaking.

17-39 4 in favor; 0 opposed; 0 abstaining

L. Allen requested that as tenants arrive to the meeting, they sign up their topics for discussion, so the board is aware of the items to be discussed before the meeting begins.

5. Other business not reasonably anticipated 48 hours in advance

6. Adjournment

There being no additional business, Commissioner R. Maccini moved and Commissioner N. Grunberg seconded a motion to adjourn the regular meeting at 7:13 PM. *The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, March 14, 2018 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, February 14, 2018 6:00 PM
Highland Village community room

SIGN IN SHEET

Name	Address/Contact Information
Jacqueline Gens	37 Highland Village
Maureen O'Brien	11 HIGHLAND VILLAGE
Sandy Dagg	16 HV
Ellen Jenkins	21 Highland Village
Dawn Kuder	7 Highland Village
HEBOKAH VINCENT-COURTNEY	406 TAYLOR ROAD
Selectmen Robert Manners	440 So Shelburne Rd Shelburne MA
Margaret Payne	400 Bardwells Ferry Rd
Judy Terwer	12 A Highland Village
John Payne	400 Bardwells Ferry Rd
SUSAN GILLMAN	31 HIGHLAND VILLAGE