



SHELBURNE HOUSING AUTHORITY
1 Highland Village • Shelburne Falls, MA 01370
Executive Office: 241 Millers Falls Road • Turners Falls, MA 01376
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SHELBURNE HOUSING AUTHORITY
Regular Meeting
October 10, 2018

Commissioners Present (by Roll Call):

N. Grunberg R. Maccini J. Gens K. Levitch

Commissioners Absent: None

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

Others present: Highland Village Residents: See attached sign in sheet

1. Call to Order

There being a quorum present, Commissioner Grunberg 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 Levitch moved and Commissioner Maccini seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on September 12, 2018 as prepared.

No Discussion

17-67 Vote 3 in favor; 0 opposed; 1 abstaining

Budget and Finances:

Commissioner Grunberg asked F. Pheeny to give an overview regarding the process of compiling the financial plan.

F. Pheeny informed the board that SHA's fiscal year is from 10/01 to 9/30.

She stated the draft FY19 budget provided in the packet is based on allocations from last years approved budget because DHCD had not provided their guidelines in time for this year's budget to be presented to the board.

F. Pheeny explained that the budget guidelines provide a very detailed overview of the different areas DHCD wants to see in the budget and reviewed that information with the Board.

In summarizing up the budget, F. Pheeny reviewed the ANUEL. She explained that DHCD issued a 4% increase to the budget which is an allocation for the subsidy to operate the property, this doesn't include utility expenses. She stated that SHA is fully reimbursed for utility expenses by DHCD, except for cable. The reimbursement for cable had stopped over a year ago which now results in a deficit.

F. Pheeny went on to explain that SHA currently has a bulk service contract for cable. A unit is fully accessible with basic cable service whether the unit is empty or occupied and whether or not a tenant chooses to obtain it through SHA at the bulk service rate, or seek cable services on their own directly through the cable company.

F. Pheeny recommended to the Board that they consider canceling the bulk service contract as it's not sustainable. She suggested that the contract be canceled by 9/30/19 allowing sufficient notice to tenants.

A question was posed regarding having Wi-Fi services in the community room.

T. Dowd explained that currently the only Wi-Fi is in the office for HRA employee's to be able to connect remotely to the Agency in order to do their work. He explained the concern about having public Wi-Fi is that tenant's private information would be sent over it; however he will speak with LifePath and obtain information regarding their Wi-Fi services.

A question was posed asking how many hours a week do maintenance staff work and how do they report those hours.

F. Pheeny explained that maintenance staff has a program on their phone called Checkwriters, which they use to document when they are leaving a property and arriving at a property. She stated that every 2 weeks a summary report is reviewed and approved by T. Dowd, herself and the HRA Board Treasurer.

Additional questions regarding maintenance of Highland Village were posed and how the work load can fluctuate with the seasons.

T. Dowd informed the Board that he is attending an LHA Maintenance Plan Document Training required by DHCD which he will present to the Board at the November meeting. It will include a maintenance plan summary and schedules and checklists.

Explanation of the Annual Plan:

F. Pheeny explained to the Board that in order to have an annual plan, budget guidelines must be issued by DHCD, which were just received at the end of September. She further stated that the bulk of the annual plan is the 5 year capital improvement plan, which the Board had voted and approved in June.

F. Pheeny provided the Commissioners with a print out of the LHA Performance Reviews and Annual Plans and noted that while LHA's are posting by year, Agreed Upon Procedures, none of them have posted any information Pertaining to the Performance Management Annual Review and Plan.

F. Pheeny stated that the budget needs to be approved which is done at the annual meeting, which still need to occur.

A question was posed regarding whether or not the State allows the budget to be amended once approved. This can be done at the 3rd quarter.

Discussion of Annual Board Meeting: Commissioner Maccini moved and Commissioner Levitch seconded a motion to hold the SHA annual board meeting on the next regular meeting date of Wednesday, November 14, 2018 at 6:00PM.

F. Pheeny asked the Board how they wanted to proceed with the annual board meeting.

Commissioner Gens requested that the public have access to the draft budget.

F. Pheeny informed the Board that Property Manager K. LeGrand will provide copies of the draft budget to those tenants who request it.

17-68 Voted 4 in favor; 0 opposed; 0 abstaining

3. Other Business

Public Housing Notice 2018-18 FY2019 Budget Guidelines:

Referred to during Review of proposed SHA FY19 Budget

MASSNAHRO October 2018 Newsletter:

No discussion.

NERC JOURNAL October 2018 Newsletter:

No discussion.

Board Member Contact Information

No changes.

4. Staff Reports:

T. Dowd reviewed the Property Management Report for the month of September. He provided an update on the kitchen and bath rehabilitation stating the actual project is to begin October 18, 2018 and as planned the 3 vacant units will be renovated first to allow housing for tenants as during their unit renovation.

He stated that K. LeGrand, Property Manager, is on site Tuesday's and Thursday's. He also clarified that whenever he's informed of a work order he documents it and generates it.

5. Other business not reasonably anticipated 48 hours in advance

6. Public Comment

Residents are provided at each meeting with a sign-up sheet for public comment, in which they document their name and the topic for discussion.

Questions and comments were posed regarding gurney's being unable to fit through the back end of the patio doors due to the doors; not enough lighting by the ramp; telephone no longer in the Community Room; continued observations of visitor's parking in resident spaces and continued observation of

residents and visitor's smoking on the property. It was suggested by a tenant that non-smoking notices be sent to each tenant again.

He also stated that he will post the non-smoking policy on all resident unit doors.

F. Pheeny stated that the phone that was once located in the Community Room belonged to LifePath.

T. Dowd reported that he will be meeting with Hale Signs on Tuesday, October 16, 2018 at Highland Village and they will do a walk through the property and discuss signage. He also reported that he's been in contact with the Shelburne postmaster several times regarding the installation of the parcel locker and continues to be told it will be installed as soon as possible.

7. Adjournment

There being no additional business, Commissioner Levitch moved and Commissioner Maccini seconded a motion to adjourn the regular meeting at 7:28PM. *The next annual and regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, November 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, October 10, 2018 6:00 PM

Highland Village community room

ATTENDANCE

Name (please print)	Address/Contact Information (please print)
Sandy Daby	16 Highland
NOREEN O'BRIEN	11 H.V.
SUSAN GILLAN	31 HV
Judith Turner	A-12 HV