



**SHELBURNE HOUSING AUTHORITY**  
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SHELBURNE HOUSING AUTHORITY  
Regular Meeting  
September 14, 2016  
Minutes

Commissioners Present: N. Grunberg, J. LaCour, K. Levitch, M. Payne  
Commissioners Absent: R. Maccini  
Staff Present: J. Day, F. Pheeny  
Others present: None

1. Call to Order

There being a quorum present, Commissioner LaCour called the regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 6:02PM at the Highland Village community room.

F. Pheeny introduced Jenna Day, the Director of HCEC. Jenna Day will be acting on her behalf during medical leave.

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 July 13, 2016 as prepared.

16-25 Voted 4 in favor, 0 opposed, 0 abstaining

Minutes: Commissioner Levitch moved and Commissioner LaCour seconded a motion to approve the minutes of the special meeting of the SHA Board of Commissioners held on July 21, 2016 as prepared.

16-26 Voted 2 in favor, 0 opposed, 2 abstaining (Grunberg, Payne)

Lead Certification: Commissioner Levitch moved and Commissioner Grunberg seconded a motion to approve the execution by the SHA Board of Commissioners of the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws for state-aided public housing.

16-27 Voted 4 in favor, 0 opposed, 0 abstaining

Capital Improvement Plan: Commissioner Levitch moved and Commissioner Payne seconded a motion to acknowledge the review of the primary capital improvement plan prepared by Tracy Miner and the Asset Management staff and to recommend its submission to DHCD for review and approval.

16-28 Voted 4 in favor, 0 opposed, 0 abstaining

Certificate of Substantial Completion: Commissioner Levitch moved and Commissioner Grunberg seconded a motion to authorize the Executive Director, as Contract Officer, to issue a certificate of substantial completion effective August 15, 2016 to Sommer Electric, Inc. for the 667-1A Appliance Replacement Project.

16-29 Voted 4 in favor, 0 opposed, 0 abstaining

Certificate of Final Completion: Commissioner Grunberg moved and Commissioner LaCour seconded a motion to authorize the Executive Director, as Contract Officer, to issue a certificate of final completion Sommer Electric, Inc. for the 667-1A Appliance Replacement Project and to approve final payment of \$31,800.00.

16-30 Voted 4 in favor, 0 opposed, 0 abstaining

Declare Surplus Inventory: Commissioner Levitch moved and Commissioner Grunberg seconded a motion to declare as surplus property 43 stoves, 3 cooktops, 3 ovens (as per attached chart).

16-31 Voted 4 in favor, 0 opposed, 0 abstaining

### 3. Other Business

Board member contact information  
No contact information had changed.

State Ethics training  
The Commissioners planning to attend confirmed that they would be able to attend on September 16<sup>th</sup>.

October meeting date change  
The Board elected not to change the date of the annual or regular meeting.

Public Housing Notice 2016-25: Regulation Hearings  
F. Pheeny shared the PHN with the Board.

CDBG program changes

F. Pheeny briefed the Board on the proposed changes to the CDBG program, which could have significant impact on funding for Highland Village projects.

4. Staff Reports

F. Pheeny reviewed the staff report.

5. Documents Used

- Minutes of the 7/13/16 regular meeting
- Minutes of the 7/21/16 special meeting
- Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws and affidavit of compliance from Director of Asset Management
- SHA Capital Improvement Project List FY17-FY22
- Letter from Frances Pheeny to Mark Southard, DHCD, regarding CDBG program changes
- Public Housing Notice 2016-25
- Asset Management report for August 2016
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6. Adjournment

There being no additional business, Commissioner Levitch moved and Commissioner Grunberg 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, October 12, 2016 at 6 P.M. in the Highland Village community room, Highland Avenue, Shelburne, MA.*

Respectfully submitted,

Frances Pheeny  
Secretary ex officio