



SHELBURNE HOUSING AUTHORITY
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SHELBURNE HOUSING AUTHORITY
Regular Meeting
October 17, 2017
Minutes

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

Commissioners Absent: M. Payne

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

Others present: Judy Turner, and other SHA Tenants

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 12:09 PM at the Highland Village community room.

2. Actions

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

No discussion

17-26 Voted 4 in favor; 0 opposed; 0 abstaining

Lead Certification: Commissioner Grunberg moved and Commissioner Maccini 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.

17-27 Voted 4 in favor; 0 opposed; 0 abstaining

CFA Amendment #6: Commissioner Levitch moved and Commissioner Maccini seconded a motion to authorize the Chair to execute a Standard Contract Amendment Form between the Commonwealth of Massachusetts and the Franklin County Regional Housing and Redevelopment Authority to increase the value of the original contract for financial assistance

5001 to provide additional funding in the amount of \$335,789.00 (maximum obligation of \$460,221.00) to the formula funding master CFA for fiscal year 2020 –all developments – for the preservation and modernization of state-supported public housing and fund low bid approval for HILAPP project as specifics in the Contract for Capital Improvement Work Plan/Approved budget.

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of the FCRHRA under its corporate seal, and the Secretary is hereby authorized to attest to the same.

Section 2. The Authority hereby requests the Director of the Dept. of Housing and Community Development enter into such contract with the Authority to approve such contract.

Section 3. The Officers of this Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and things required of the Authority to perform fully all of its obligation there under.

Section 4. This resolution shall take effect immediately.

17-28 Vote: 4 in favor; 0 opposed; 0 abstaining

4. Other Business

F.Pheeny shared with the board that there is an Open Meeting Law Training on November 15, 2017 at the John. W. Olver station and she highly recommends the board to attend. J.Carey can be contacted to sign any members up that want to attend.

A tenant asked what the application process is for Highland Village. T. Dowd explained that process which is as follows:

- A. Once a complete application is submitted, and determined eligible it's time stamped and added to the waitlist
- B. When a unit becomes available the top 10 people on the waitlist are sent a letter asking if they are still interested in an apartment
- C. There is a ten day wait period for applicants to respond
- D. All responses received in the 10 day period are included, however the responses with the lowest numbers on the waitlist are offered the unit until one accepts. For example #'s 2,5,6,7 and 9 respond. Number 2 would be the first one offered the unit.
- E. Move in paperwork and certification is completed
- F. Tenant then moves in.

T. Dowd informed the tenant he will be sure she receives a hard copy of the application process.

F. Pheeny informed the board and tenant attendee's that she has spoken with SHA's attorney about the process for discussing tenants concerns at board meetings. She is working with the attorney to set guidelines in regards to tenant input, concerns, questions, and once completed will bring forth for board approval.

5. Staff Reports

6. Other business not reasonably anticipated 48 hours in advance

7. Documents Used

- Minutes of the 9/13/17 regular meeting
- Certification of Compliance with Notification Procedures for Federal and State Lead Pain Laws.
- CFA Amendment 6 Formula Funding Award
- Capital Planning Services Transition
- Olver scholarship-Glen Ohlun Community Development Director FCRHRA
- NAHRO NEWS September 2017 Newsletter

8. Adjournment

There being no additional business, Commissioner Levitch moved and Commissioner Maccini seconded a motion to adjourn the regular meeting at 12:27 PM. *The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, November 8, 2017 at 6:00PM in the Highland Village community room, Highland Avenue, Shelburne, MA.*

Respectfully submitted,

Frances Pheeny
Secretary ex officio