



SHELBURNE HOUSING AUTHORITY
1 Highland Village • Shelburne Falls, MA 01370
Executive Office: 42 Canal Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

SHELBURNE HOUSING AUTHORITY
Regular Meeting
March 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: Attorney J. Liebel
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 6:02 p.m. located at the Highland Village community room.

2. Actions

Minutes: Commissioner R. Maccini moved and Commissioner N. Grunberg seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on February 14, 2018 as prepared.
No discussion

17-42 Vote 4 in favor; 0 opposed; 0 abstaining

Discussion with Attorney Liebel regarding requests from the Board of Selectmen:
Attorney Liebel greeted the board and thanked them for inviting him this evening to answer their questions about and to clarify the Open Meeting Law as it concerns the invitation from the Shelburne Board of Selectmen.

Discussion of posting of SHA Minutes: Commissioner Allen moved and Commissioner Maccini seconded a motion that the SHA monthly regular board

meeting minutes are provided to the Town of Shelburne webmaster for posting on the Town of Shelburne website.

Commissioner Allen informed the board that the town administrator, T. Narkewicz, had sent her an email stating that the Board of Selectmen have requested that all town boards and committees submit approved minutes in a timely manner to the town's webmaster for publication. Commissioner Allen reiterated that the SHA board meeting minutes are posted on the Shelburne Housing Authority website, but asked the other Commissioners whether or not they should also be posted on the town website as is being requested. There was discussion regarding posting a link on the town website that would bring the public to the SHA website vs. posting the agenda and meetings on both sites. The board came to a consensus that the SHA board meeting minutes will be posted on both the SHA website and the Town of Shelburne website.

17-43 Vote 4 in favor; 0 opposed; 0 abstaining

Approve the Annual Operating Budget for State-Aided Housing FY18 of the Shelburne Housing Authority, Program Number 400-1: Commissioner Maccini moved and Commissioner Levitch seconded a motion to approve the proposed Operating Budget for State-Aided Housing of the **Shelburne Housing Authority** (ie. 400-1, 400-A, 689, MRVP) Program number **400-1** for fiscal year ending **9/30/2018** showing total revenue of **\$248,179** and total expenses of **\$258,179** thereby requesting a subsidy of **\$53,604** be submitted to the Department of Housing and Community Development for its review and approval.

F. Pheeny also shared with the board that currently all utility expenses for the property get reimbursed by DHCD. For FY19 DHCD is no longer going to reimburse for cable TV. The current reserve at the level is 47% which is considered a good level by DHCD.

17-44 Vote (by roll call) 4 in favor; 0 opposed; 0 abstaining

Discussion of SHA board member replacement process:

F. Pheeny notified the board that Commissioner Levitch has proposed this item to be on today's agenda for clarification regarding the process of nominating a new member to the board of Commissioners.

F. Pheeny informed the board that she had multiple discussions with DHCD and SHA's attorney. The law requires that the Board of Selectmen have authority

over nominating replacements for the board.

Commissioner Levitch informed the board that he had made a recommendation to the Board of Selectmen and provided them with a Resume and letter of a HV tenant. The response from the Select board was to table the nomination.

Commissioner Allen asked to have the resume and letter of recommendation sent to all of the board members.

F. Pheeny informed the board that DHCD will need to see the nominee's resume and have documentation that the Nominee has attended board meetings and is familiar with the obligations of serving as a Commissioner.

Commissioner Allen informed the board that this discussion will be tabled and revisited at the next regular board meeting which is to be held on April 11,2018.

Commissioner Levitch informed the board that he will forward the nominee's information to all board members.

Approve Bulk Bill Agreement by and Between Comcast of Massachusetts/Virginia, INc. and Shelburne Housing Authority to provide cable services for the tenants of Highland Village Apartments: Commissioner Grunberg moved and Commissioner Levitch seconded to authorize and approve the Executive Director, as contracting officer, to enter into the "Bulk Agreement" by and between Comcast of Massachusetts/Virginia, Inc. (the "Company"), whose address is 43 Comcast Way South, Burlington, Vermont 05403 and Shelburne Housing Authority (the "Owner") who owns or has control over certain real estate and improvements thereon located at 1 Highland Village, Shelburne Falls, MA 01370 (the "premises"), commonly known as "Highland Village Apartments" consisting of 46 residential units.

T. Dowd answered the board's questions regarding the Bulk Agreement, clarifying that this is an identical agreement to previous ones. The only change is the monthly cost slightly increasing. He stated that in order to get the lower monthly cost of \$20 a month per unit, the Agency has to pay for its full service (46 units), even though only half of the tenants chose to participate.

17-45 Voted 4 in favor; 0 opposed; 0 abstaining

Update on Kitchen and Bath Replacement:

T. Dowd updated the board that as of yesterday, Monday, March 12, 2018 some financial issues have arose, which is affecting the ability to set a firm date to begin construction. He stated that the bids received for the kitchen replacement are significantly higher that what was originally estimated. He will be speaking with L. Overing and DHCD regarding ways in which more funding can be obtained. He indicated that the increase may be due to asbestos has been found behind the backsplash of the kitchens.

T. Dowd reassured the board that he will notify tenants of these changes. He expressed that he felt it important to notify the board first about the situation.

3. Other Business

Board Member Contact Information

No updates

NAHRO March 2018 Newsletter

The board will review at their convenience

4. Staff Reports

T. Dowd reviewed the Property Management Report with the board. Commissioner Maccini asked that for future reports, the font be larger so it's clearer to read. All board members stated they would like this as well.

Commissioner Maccini also requested that flyers go out to individual tenants, as well as being posted at the Community Room, regarding any updates on the kitchen and bath replacement process. She would also like this to become the property manager's practice, as a means to inform tenants about any changes to or information about Highland Village.

Commissioner Levitch inquired as to how work orders were being completed. T. Dowd informed the board that he reviews, opens and completes the orders himself on a daily basis. F. Pheeny reminded the board that if there are any concerns regarding work orders not being completed in a timely manner, to inform they are to inform T. Dowd and/or herself.

Commissioner Grunberg asked if information on the kitchen and bath replacement is noted on the website. F. Pheeny confirmed that it is.

T. Dowd stated March 22, 2018 is the deadline for the comment period regarding the kitchen and bath replacement. Once that date is met, he will be sure to update the tenants and board members.

F. Pheeny referred the board to their package of materials to find that they have been supplied with information regarding the Shelburne Housing Authority Lease, as well as other information that tenants receive upon becoming tenants of Highland Village. This information was requested on behalf of Commissioner Levitch for the board meeting this evening.

F. Pheeny stated that there is also a standard form lease used in the NAHRO training of tenant life cycle, which explains the importance and reason for each clause written in the lease.

Commissioner Levitch asked if this information can be posted.

F. Pheeny informed the board that she will contact NAHRO to see whether or not that would be possible to do.

F. Pheeny also stated that Commissioner Levitch requested the MOU (Memorandum of Understanding) between Shelburne Housing Authority and the tenants association. After a great deal of searching paper and computer files, one could not be found. She stated that in the packet the Commissioners will find the Highland Village Tenants Association ByLaws.

5. Other business not reasonably anticipated 48 hours in advance

6. Public Comment

At the start of the board meeting, Commissioner Allen distributed a sign-up sheet, encouraging all present tenants who wished to speak at this meeting, sign in with their name and the topic they wish to speak about.

J. Turner was the only tenant to sign up to speak during the public comment period.

J. Turner voiced her concern questioning how the housing authority was going to deal with the legalization of marijuana. T. Dowd explained that the Shelburne Housing Authority has a Non Smoking Policy that clearly states that smoking is prohibited at Highland Village.

J. Turner asked where the property boundaries are in regards to tenants to be considered not on the property.

T. Dowd explained that should any tenant want to smoke they have to be completely off of the property.

Other tenants began voicing that there are some tenants that believe as long as they are 50 feet away from the building, then that is the allowable distance to then smoke.

T. Dowd reassured the tenants that he will supply every tenant with the most current Non Smoking Policy and that this policy supersedes any previous policies that tenants should currently have.

A tenant also expressed that she sees only a few designated non-Smoking signs posted in areas where there is oxygen being used.

T. Dowd will walk the property to see where current non-smoking signs are posted and will order more if needed.

F. Pheeny recommended that the current non-smoking policy be brought to the board for review. She also informed the board and tenants that DHCD, which is the state, is the one to devise a policy around marijuana. The SHA board can however, adopt a non-growing policy. F. Pheeny recommendation is to have DHCD adopt a policy in which all housing authorities will need to abide by.

7. Adjournment

There being no additional business, Commissioner Grunberg moved and Commissioner Levitch seconded a motion to adjourn the regular meeting at 8:00 PM. *The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, April 11, 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, March 14, 2018 6:00 PM

Highland Village community room

SIGN IN SHEET

Name	Address/Contact Information
Sandia Naby	16 HV
NoREEN O'Green	11 HV
Judy Truce	12 HV
Dan Laramie	32 HV
Leonard / Smoot	410
SHAR SHAR	31