



**SHELBURNE HOUSING AUTHORITY**  
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SHELBURNE HOUSING AUTHORITY  
Regular Meeting  
January 13, 2016  
Minutes

Commissioners Present: J. LaCour, K. Levitch, R. Maccini, M. Payne  
Commissioners Absent: N. Grunberg  
Staff Present: F. Pheeny, J. Katz  
Others present:

1. Call to Order

There being a quorum present, Commissioner LaCour called the rescheduled regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 6:05 PM at the Highland Village community room.

2. Actions

Minutes: Commissioner Levitch moved and Commissioner Payne seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on December 21, 2015 as prepared.

16-01 Voted 2 in favor, none opposed, 1 abstaining

Change Order #11: Commissioner Payne moved and Commissioner Levitch seconded a motion to authorize the Chair to execute Change Order #11 to the contract between Borges Construction and the Shelburne Housing Authority for the Highland Village Sidewalk Improvements Project Phase III extending the time of performance on the project to January 31, 2016, pending approval by the Department of Housing and Community Development.

16-02 Voted 3 in favor, none opposed, none abstaining

Commissioner Maccini joined the meeting.

Year-end Financials: Commissioner Levitch moved and Commissioner Payne seconded a motion to accept the year-end financial statements for fiscal year 2015; and to authorize the execution by all commissioners of the Year End Financial Statements Certification as required by DHCD.

16-03 Voted all in favor, none opposed, none abstaining

### 3. REPORTS

Commissioner LeCour recognized tenants Judy Turner and Sandra Daby. Ms. Turner raised the following issues:

- Finish coat on sidewalk to seal sidewalk
  - Was this done?
  - When will the railing installation on A BLDG sidewalk be completed?
- Ms. Turner wanted to know why the Property Manager was not on site more frequently.
  - Ms. Pheeny responded that the Property Manager is on site two days per week,
  - The Property Manager cannot be on site more frequently since there are not funds provided to support the extra time
- Joan Katz, Property Manager, will post when she is on site but with a tenant
- Ms. Turner complained about the size of the portions of meals being served by Franklin County Home Care
  - Ms. Katz will raise the issue with the Franklin County Home Care Nutritionist

### 4. Documents Used

- Minutes of the 12/21/2015 rescheduled regular meeting
- Change Order #11 (Borges Construction)
- Quarterly operating Statements for Quarter ending 09/30/2015
- Asset Management Report for December 2015
- Resume – Joan Katz, property manager
- Proposed schedule of meetings 2016

### 5. Adjournment

There being no additional business, Commissioner LaCour adjourned the regular meeting at 7:05 PM. *The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, February 10, 2016 at 6 P.M. in the Highland Village community room, Highland Avenue, Shelburne, MA.*

Respectfully submitted,

Frances Pheeny  
Secretary ex officio