



SHELBURNE HOUSING AUTHORITY
1 Highland Village • Shelburne Falls, MA 01370 • (413) 625-9360
Executive Office: 42 Canal Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

SHELBURNE HOUSING AUTHORITY
Regular Meeting
June 8, 2016
Minutes

Commissioners Present: N. Grunberg, K. Levitch, R. Maccini, M. Payne
Commissioners Absent: J. LaCour
Staff Present: F. Pheeny M. Taft-Ferguson
Others present: Judy Turner

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 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 May 11, 2016 as amended.

16-17 Voted 4 in favor, 0 opposed, 0 abstaining

Capital Improvements Contract (Stove Replacement): Commissioner Levitch moved and Commissioner Maccini seconded a motion to authorize the Executive Director, as Contract Officer, to execute a contract by and between the Shelburne Housing Authority and Sommer Electric, Inc. in an amount not to exceed \$31,800 for stove replacement at Highland Village (Project #268027).

F. Pheeny explained that all stoves at Highland Village were to be replaced, as many are out of date. The project cost will be covered by formula funding.

16-18 Voted 4 in favor, 0 opposed, 0 abstaining

Architectural Services

Only an internal DHCD approval is needed for this item. No contract amendment is needed. The internal approval was presented to the board. F. Pheeny explained that asbestos had been found in the floors of some kitchens, which will slightly expand the architect's scope of work.

Addendum #9: Commissioner Levitch moved and Commissioner Payne seconded a motion to authorize the Vice Chair to execute addendum #9 to the Subgrantee Agreement between the Town of Shelburne and the Shelburne Housing Authority for the Housing Modernization Project, Highland Village Parking Lot Improvements, Phase III (Sidewalks Project) which addendum amends the Scope of Services to include additional testing oversight and design services required by identification of existing asbestos materials in Highland Village kitchens and increases the value of the Subgrantee Agreement by \$2,040 to \$218,275.34 to incorporate compensation for those additional services.

F. Pheeny explained that this addendum modifies the subgrantee agreement with the Town of Shelburne, as the Town is using CDBG funds to cover the extra \$2,040 cost.

16-19 Voted 4 in favor, 0 opposed, 0 abstaining

CFA Amendment #4 (VOTE BY ROLL CALL): Commissioner Levitch moved and Commissioner Maccini seconded a motion to authorize the Chair or Vice Chair to execute a Standard Contract Amendment Form between the Commonwealth of Massachusetts and the Shelburne Housing Authority to amend contract for financial assistance 5001 to provide additional funding in the amount of \$69,504.00 (maximum obligation of \$263,749.00) to the formula funding master CFA – all developments – for the preservation and modernization of state-supported public housing as specified in the Contract for Capital Improvement Work Plan/Approved Budget and Timetable for Completion of the Work.

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 SHA 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 Department of Housing and Community Development (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts 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.

16-20 Voted 4 in favor, 0 opposed, 0 abstaining (roll call)

3. Other Business

LHA Act of 2014

F. Pheeny explained that the Local Housing Authority Act of 2014 does require boards to have a tenant member, but that DHCD has not yet set out a process for tenant membership on housing authority boards.

Public Housing Notices 2016-13, 2016-14, 2016-15

F. Pheeny briefly summarized the notices. She noted that PHN 2016-14 explained the upcoming RCAT program. Because FCRHRA acts as the manager for SHA, it is unclear whether a board member from SHA could run to be on the advisory board for the RCAT program; she is working to clarify that.

The board discussed the vacant land survey aspect of the RCAT program. SHA does not have any assets other than the Highland Village development, so the vacant land survey would not have an impact for SHA.

4. Staff Reports

F. Pheeny reviewed the staff report. Two units are vacant, but one is scheduled to lease up this week and staff is processing applications for the second unit.

5. Documents Used

- Minutes of the 5/11/16 regular meeting
- Bid package for stove replacement project #268027
- Letter from Bradley Architects Inc re: asbestos test
- Email exchange between HRA and DHCD re: extra services approval
- MA NAHRO memo re: LHA Act of 2014
- Formula funding award letter dated May 2, 2016
- Public Housing Notice 2016-13
- Public Housing Notice 2016-14
- Public Housing Notice 2016-15
- Asset Management report for May 2016

6. Adjournment

There being no additional business, Commissioner Levitch made a motion to adjourn the regular meeting at 6:26 PM. *The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, July 13, 2016 at 6 P.M. in the Highland Village community room, Highland Avenue, Shelburne, MA.*

Respectfully submitted,

Frances Pheeny
Secretary ex officio