



SHELBURNE HOUSING AUTHORITY
1 Highland Village • Shelburne Falls, MA 01370
Executive Office: 241 Millers Falls Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

SHELBURNE HOUSING AUTHORITY
Regular Meeting
December 12, 2018

Commissioners Present (by Roll Call):

N. Grunberg R. Maccini J. Gens S. Flaccus

Commissioners Absent: K. Levitch

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

Others present: Highland Village Residents: See attached sign in sheet

1. Call to Order

There being a quorum present, Commissioner Flaccus called the regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 6:01 p.m. located at the Highland Village community room.

2. Actions

Minutes: Commissioner Grunberg moved and Commissioner Maccini seconded a motion to approve the minutes of the annual meeting of the SHA Board of Commissioners held on November 14, 2018 as prepared.

A question was posed regarding the number of units owned by HRA in regards to the number maintenance staff employed to cover all of the units.

F. Pheeny reviewed that there are 265 units owned by HRA and maintenance hours are allocated among the 4 maintenance staff on a per unit basis.

A question was posed regarding whether more maintenance staff can be hired.

F. Pheeny stated that while she has made such a request in the past, it has been unsuccessful .

17-79 Vote 4 in favor; 0 opposed; 0 abstaining

Minutes: Commissioner Maccini moved and Commissioner Grunberg seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on November 14, 2018 as prepared.

17-80 Vote 4 in favor; 0 opposed; 0 abstaining

Update on clarification of property boundaries for smokers: Commissioner Maccini moved and Commissioner Grunberg seconded a motion to table this discussion until January when Commissioner Levitch is present.

F. Pheeny suggested to table this motion as Commissioner Levitch was absent this evening and had information regarding the property boundaries to share with the board members.

17-81 Vote 4 in favor; 0 opposed; 0 abstaining

Cancel Cable Bulk Services: Commissioner Maccini moved and Commissioner Gens seconded a motion to approve the Executive Director, as contracting officer, to cancel the Bulk Service Agreement effective April 2019, by and between Comcast of Massachusetts/Virginia, Inc. (the "Company"), whose address is 676 Island Pond Road, Manchester, NH 03109 and Highland Village Apartments (the "Owner") who owns or has control over certain real estate and improvements thereon located at 4 Highland Ave., Shelburne Falls, MA 01370 (the "Premises"), consisting to 46 residential units.

F. Pheeny reviewed information regarding the deficit in which SHA runs every year due to this contract, stating that DHCD does not reimburse SHA for these services.

She stated that while the cancelation of these services is necessary to the budget, she recommends that doing so occurs after the rehab-relocation process. She recommends that the Interim Executive Director along with the Director of Property Management determine the date of cancelation, but recommends the cancellation be effective in FY20. This time frame will allow for

the proper steps to be followed in order to cancel the contract and will provide residents with plenty of notice regarding the change in their cable service.

T. Dowd explained that this is basic cable service supplied to residents. The residents are charge \$23.37 a month to help offset the costs, however SHA pays for cable services even if a unit is unoccupied or a resident chooses to opt out of it. He stated that currently there are approximately 20 units that SHA is paying for cable services that no one is using.

Commissioner Flaccus expressed that while she understands the necessity to cancel these services, she would like to find an alternative way to continue to assist with providing cable services to the residents.

Commissioner Gens stated that she will speak with residents to see who is interested in continuing with cable services and will approach Comcast to see if there are bulk services they could provide for residents.

17-82 Vote 4 in favor; 0 opposed; 0 abstaining

Rubbish Services Contract with Republic Services: Commissioner Maccini moved and Commissioner Grunberg seconded a motion to authorize the Executive Director, as contracting officer, to enter into a contract by and between Republic Services, Inc. and Shelburne Housing Authority, to provide dumpster and rubbish services at 1 Highland Avenue, Shelburne Falls, MA, for a period of 36 months starting September 1, 2018 and ending August 31, 2021.

No discussion

17-83 Vote 4 in favor; 0 opposed; 0 abstaining

Contract for Snow Plowing: Commissioner Grunberg moved and Commissioner Gens seconded a motion to authorize the Executive Director, as contracting officer, to enter into an amended agreement by and between the Shelburne Housing Authority and Canepari Landscaping to provide the snow plowing and sanding of Highland Village, Shelburne Falls, MA 01370 for a contract sum of \$275.00 per storm commencing work on November 1, 2018 and continue services through April 1, 2019, to complete plow and sanding the first time of a snow storm, make a second time as needed for larger storms.

F. Pheeny informed the Board that several companies were contacted and only

two responded with contracts. She stated the reason for contracting out for snow removal and shoveling is to control the many hours of overtime required of maintenance staff to perform snow removal and upkeep.

Commissioner Maccini requested that for future bids, she would like to have those documents in the packet for the Boards review.

Commissioner Grunberg requested that an additional notation be made to paragraph **1. Engagement**, to read as follows, "The Owner engages the Contractor to complete Plow and sanding the first time of a snow storm, make a second time as needed for larger storms in excess of 3 inches."

17-84 Vote 4 in favor; 0 opposed; 0 abstaining

Shelburne CFA 5001 Amendment 7-FY2021 Formula Funding Award:

Commissioner Maccini moved and Commissioner Gens seconded a motion to authorize Susan Flaccus, SHA Board Commissioner Chair, to execute a contract Amendment **#7** to Capital Improvement Work Plan **5001** in the amount of **\$35,732.00**, in which this amendment funds the following and extends the contract dates of service from **June 30, 2020** to **June 30, 2021**.

It was clarified that this contract is an increase in funds.

17-85 Vote 4 in favor; 0 opposed; 0 abstaining

3. Other Business

Public Housing Notice 2018-22: NOFA for Comprehensive Sustainability initiative:

F. Pheeny informed the board that a total of \$5M in funds will be available through DHCD's new Comprehensive Sustainability Initiative (CSI) program, for FY19-21. The funds will be awarded to approximately 7-10 LHAs, whose applications and proposals meet short and long term designs for water conservation, building envelope improvements, HVAC system replacements and lighting retrofits.

Board Member Contact Information

No Changes

4. Staff Reports:

T. Dowd reviewed the Property Management Report for the month of November stating that there are currently 6 vacant units. All 6 units will be kept vacant until the first of the year so they can be completed with the bath rehabilitation. This also allows all residents to stay in their units until after the holidays.

He stated after the first of the year the plan is to begin the process of moving 3 residents to 3 of the vacant rehabilitated units and to fill the other 3 vacant rehabilitated units with applicants from the wait list.

T. Dowd also informed the Board that there has been the discovery of shut off valves throughout the buildings so there is no longer a need to install individual shut off valves as originally thought.

F. Pheeny informed the board that an issue had been presented to her regarding some of the notifications for the initial relocation due to some confusion. T. Dowd met with the resident and the issue has been rectified.

5. Other business not reasonably anticipated 48 hours in advance

DHCD Project No. 268028-Shelburne Housing Authority-Highland Village Kitchen & Baths Upgrade-Change Order #1 Summary Letter: Commissioner Maccini moved and Commissioner Grunberg seconded a motion to rescind the original Change Order #1, vote # 17-75 taken on November 14, 2018 and accept the revised Change Order#1.

17-86 Vote 4 in favor; 0 opposed; 0 abstaining

T. Dowd departs at 7:05p.m.

Commissioner Maccini informed the Board that she has joined the HRA Executive Director Search Committee which is chaired by HRA Commissioner J. Atwood.

Commissioner Maccini provided a brief overview about the procedures and duties of the committee. She stated that DHCD has accepted the committees request for an extension to post the advertisement for the Executive Director position in mid-January.

6. Public Comment

Residents are provided at each meeting with a sign-up sheet for public comment, in which they document their name and the topic for discussion.

The following concerns/observations/questions were presented to the board by the attending tenants:

1. Update on adding more dryers
2. Question regarding pet policy
3. Question regarding asbestos

F. Pheeny stated that more research needs to be conducted on the venting system. There may not be adequate power to carry the load of additional dryer units. This will need to be looked into after the rehabilitation project is completed.

F. Pheeny confirmed that the current Pet Policy was implemented in 2014. If there is a specific issue regarding this policy, she advised to bring it to the Property Manager's attention. Any changes to the current Pet Policy needs to be done so through the Board.

Commissioner Gens requested that the Pet Policy be reviewed at the January board meeting.

7. Documents Used:

- Minutes of the Annual meeting held November 14, 2018
- Minutes of the Regular meeting held November 14, 2018
- Property Line Map
- Comcast Bulk Services Contract
- Republic Rubbish Services Contract
- Canepari Landscaping Snow Plowing contract
- Amendment #7 to CFA 5001 FY2021 Formula Funding Award
- Public Housing Notice 2018-22
- Staff Report
- 2019 Board Meeting Dates
- DHCD Project No. 268028-Shelburne Housing Authority-Highland Village Kitchen & Baths Upgrade- Change Order #1
- NAHRO December 2018 Newsletter

8. Adjournment

There being no additional business, Commissioner Maccini moved and Commissioner Gens seconded a motion to adjourn the regular meeting at 7:24PM. *The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, January 9, 2019 in the Highland Village community room, Highland Avenue, Shelburne, MA.*

Respectfully submitted,



William H. Abrashkin
Secretary ex officio

SHELBURNE HOUSING AUTHORITY

Regular Meeting of the Board of Commissioners
Wednesday, December 12, 2018 6:00 PM
Highland Village community room

ATTENDANCE

Name (please print)	Address/Contact Information (please print)
Barbara Hoffman	1 Highland Uq
Sandy Day	16 Highland Village
Betty Barsalean	Highland Vil, Shel Falls
Curtis Sumner	12. HV.
NoREEN O'Brien	11 HV
Penny Clark	18 B HV