



**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**  
**April 10, 2019**

**Commissioners Present** (by Roll Call):

N. Grunberg R. Maccini S. Flaccus K. Levitch

**Commissioners Absent:** None

**Staff Present:** W. Abrashkin, J. Carey

**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 5:36 p.m. located at the Highland Village community room.

**2. Actions**

**Minutes:** Commissioner Maccini moved and Commissioner Levitch seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on March 13, 2019 as prepared.

No Discussion

17-94 Vote 4 in favor; 0 opposed; 0 abstaining

**DHCD No. 268028-Shelburne Housing Authority-Highland Village Kitchen & Baths Upgrade- Change Order #3:** Commissioner Maccini moved and Commissioner Levitch seconded a motion to approve the Change Order #3 by and between Bradley Architects, Inc. and Highland Village, 1 Highland Village, Shelburne Falls, MA 01370, which includes an accounting of the additional costs for the removal and replacement of a pair of angle stops under the kitchen sink and re-piping of the kitchen sink drain to comply with plumbing code for the project at Highland Village. The original contract document did not account for these

items since it was never to be a part of the scope of work. Upon beginning construction it was determined that these items were inadequate.

No Discussion

17-95 Vote 4 in favor; 0 opposed; 0 abstaining

**DHCD No. 268028-Shelburne Housing Authority-Highland Village Kitchen & Baths Upgrade-Change Order #4:**

Commissioner Maccini moved and Commissioner Levitch seconded a motion to approve Change Order #4 By and between Bradley Architects, Inc. and Highland Village, 1 Highland Village, Shelburne Falls, MA 01370, this includes an accounting of the additional Costs as follows:

- 1. PCO #005-R1:** Addition of 3" thresholds in all showers. It was determined that the shower curtains would not be enough coverage to keep water in the showers with just the roll-in gasketing at the thresholds.
- 2. PCO #007:** Replacement of countertop in Unit 47. Countertop was damaged during abatement of sink. The clips that hold the sink in place are not easily removed due to access constraints. Removal caused damage to countertop.
- 3. PCO #008:** Replacement of rotted floor checking under toilet in Unit 6.

17-96 Vote 4 in favor; 0 opposed; 0 abstaining

**Award a Contract for DHCD #268034 Asphalt Shingle Replacement:**

Commissioner Levitch moved and Commissioner Maccini seconded a motion to award a contract by and between Shelburne Housing Authority, 1 Highland Village, Shelburne Falls, MA 01370 and WPI Construction, Inc., 2 Checkerberry Island, Webster, MA 01570 in the amount of \$42,000.00 to:

**A.** Furnish all labor and materials required for DHCD # 268034 Asphalt Shingle Replacement for the Shelburne Housing Authority in Shelburne Falls, MA in accordance with the accompanying plans and specifications prepared by RCAT Central-West for the contract price listed below, subject to additions and deductions according to the terms of the specifications.

**B.** This bid includes addenda numbered 0

**C.** The proposed contract price is thirty-three thousand dollars \$33,000.00

For Alternate No. 1 Add \$9,000.00 Subtract \$0.00

D. The subdivision of the proposed contract price is as follows:

Item 1. The work of the general contractor, being all work other than that covered by Item 2. \$33,000.00

**Item 2. Sub-bids as follows:**

There are no sub bids for this project

The Board was informed that this project is part of the 5 year Capital Improvement Plan for SHA. The project is being run by RCAT and chose this bid from 7 it received.

The Board inquired as to who originally inspected the roof and what information about the roof was obtained. It was questioned as to whether or not the roof replacement will stop the water from seeping behind the siding of the buildings.

The Board requested that RCAT attend the May Board Meeting to answer the questions they have regarding current water leaks and determine whether or not replacing the roof is going to fix those issues.

The Board also requested to receive a copy of the Highland Village audit that was done a few years ago.

17-97 Vote 4 in favor; 0 opposed; 0 abstaining

**Review Quarterly Financials:** The Board reviewed the quarterly financials. They were informed that the budget was approved by the members on 4/10/19. The quarterly report for 3/31/19 won't be closed until mid-May as it takes a few days to close from submission. That report will be provided at the June Meeting.

**Update on Sign Project:**

Information found in staff report.

**Approve the amended Public Comment Policy:** Commissioner Maccini moved and Commissioner Grunberg seconded a motion to table this motion and revisit it again at the May board meeting.

Commissioner Levitch requested this motion to be tabled to the May board meeting to allow him time to review the document.

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

### **3. Staff Reports**

The material in the staff report was reviewed by W. Abrashkin and J. Carey as Director of Property Management; H. Mackay, was unable to attend this meeting. The main topics of discussion are highlighted below.

**Vacancies:** The board requested information regarding the number of people on the wait list for Highland Village.

The Board expressed that they wanted to be sure SHA wasn't being penalized for having too many vacant units.

**Energy Report:** The Board reviewed the information regarding the energy report and reported that it didn't show very clear information.

W. Abrashkin stated that the real analysis will come after the renovation project and all units are fully occupied and then a comparison can be made.

Commissioner Flaccus reported that while the reports aren't reflective of the energy use due to the renovation, she would like to continue to see it as part of the staff report.

**Sign Project:** The Board requested continued follow up progress with this project. They would like to receive information on the research of this project and have it presented to the Board before the signage is completed.

### **4. Other Business**

**Commissioner Maccini gives Executive Director Search Update:** Commissioner Maccini reported that 40 applicants were received. There were many applicants not qualified to make it to the interview process. Seven applicants were invited to be interviewed. Two declined.

She stated that early in the day 3 out of 5 applicants were interviewed. One has been chosen to move forward to the final interview. The other 2 applicants will be interviewed on Wednesday, April 17.

Once the 2-3 candidates are chosen to move forward to the final interview, the Chair of the E.D. Search Committee, J. Atwood, will inform all Boards of the date

and time for the final interviews to occur. It will be a public meeting but only the HRA Board will conduct the interviews. After the second interview is concluded the HRA Board members will discuss the finalists and during that period, there will be an opportunity for those attending the meeting, to provide feedback.

Commissioner Maccini stated that J. Atwood is doing an amazing job as the chair of this committee.

Commissioner Flaccus inquired as to what the E.D. Search Committee is looking for in a candidate. She stated that she wants someone who is resident oriented, smart and can learn the job.

Commissioner Maccini stated the committee is looking for someone who has leadership skill, experience with public housing, someone who is unique and talented, can raise funds, and manage grants, works well with the public and residents. She reiterated that the Board needs to remember that SHA contracts with HRA as the management agent and the Board needs to understand that if at any time they're not happy with the management of SHA they can request to re-contract with someone else.

W. Abrashkin added that after the HRA Board makes their selection, there's also DHCD process that follows. There may be negotiations. There is a process that will follow such as the person selected will need to give their notice at their current job. Their information upon acceptance of the position needs to be submitted to DHCD. DHCD claims that they have up to 60 days to make their decision to accept or decline the Board approved candidate.

He further stated that under the State Retirement System he is only allowed to work 960 in a calendar year. He anticipates his time to expire by the end of June. The HRA Board may be looking at a contingency plan should the candidate be unable to start before the end of June.

**Public Housing Notice 2019-06-Biennial Rent-Re-Determination for Chapter 667 Elderly Housing: Clarification Regarding Implementation of Cost of Living Adjustment (COLA) Increase- Required Refund of Rent.**

The Board will review on their own time.

**Public Housing Notice 2019-07-Request for Information: Creation of Regional Housing Authority Entities.**

The Board will review on their own time.

### **Board Member Contact Information**

No Changes

### **5. Other business not reasonably anticipated 48 hours in advance**

**Approve Generator Contract:** Commissioner Grunberg moved and Commission Maccini seconded a motion to approve Director of Property Management, as contracting officer, to enter into a contract agreement by and between Kinsley Power Systems, Inc., 14 Connecticut South Drive, East Granby, Ct 06026 and the Shelburne Housing Authority, 1 Highland Village, Shelburne Falls, MA 01370 for the initial and continued maintenance service to occur once or twice a year, to be determined by Director of Property Management, H. Mackay, of the 60 REOZJD SGM32F3R4/ ATS: Kohler Generator.

The Board was informed that Kinsley Power Systems, Inc. was the company that originally set up the generator. The Board was charged with deciding whether the generator should receive service once or twice a year.

The Board determined it would be best if Director of Property Management, H. Mackay, work with the company to determine the best level of service needed.

### **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.

Commissioner Flaccus reported to the Board that there are some residents who feel intimidated and retaliated against

Residents expressed that some have received a 14 day notice to quit by the 5<sup>th</sup> or 6<sup>th</sup> day of HRA not receiving their rent. Residents also expressed that there is discrepancy and confusion regarding what date the rent is due. Some residents are expected to pay their rent by the 1<sup>st</sup> of each month. Other residents are allowed to pay their rent after the 5<sup>th</sup> of the month when they receive their money from Social Security.

Residents expressed a feeling of intimidation when being spoken to by property management and upon receiving notices from SHA, especially in regards to the 14 day notice to quit.

Residents expressed that there have been times when property management is informing them of a late rent payment it feels accusatory. It then turns out that the money was paid and the error was on managements end, not the residents.

Commissioner Maccini informed the residents that rent is due on the 1<sup>st</sup> of each month and encouraged them to read their lease as it will state in it when their rent is due.

She further stated that whether or not there is intentional retaliation from the staff toward tenants, if tenants are feeling this way, then the Board needs to address this in a positive way.

A resident asks of the Board that they start to get involved in the Highland Village community, know who lives there, get to know each individual, and to pay attention to the life of the people who reside at Highland Village because it is their responsibility to do so as the SHA Board of Commissioners.

Commissioner Flaccus expressed that this appears to be an ongoing problem with many residents.

The Board agreed that it would be beneficial to review the following documents at the May meeting to better address the expressed concerns and understand HRA and SHA policies:

- Rent collection policy
- Fourteen day notice to quit
- Lease regulations

## **7. Documents Used:**

- Minutes of the Regular meeting held March 13, 2019
- DHCD #268028 Change Order #3
- DHCD #268028 Change order #4
- DHCD FISH #268034-W.P.I. Bid-Shelburne Falls Roof Replacement Project
- Quarterly Financials
- Amended Public Comment Policy
- Staff Report

- PHN 2019-06
- PHN 2019-07
- Kinsley Generator Contract
- PMR Ratings for Board Member Training
- Amended Minutes of the Regular meeting held February 13, 2019
- Amended Request list for 2018 Follow-Up Items
- Project Manual- Highland Village Asphalt Shingle Replacement

## 8. Adjournment

There being no additional business, Commissioner Maccini moved and Commissioner Grunberg seconded a motion to adjourn the regular meeting at 7:25PM. The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, May 8, 2019 in the Highland Village Community Room, Highland Village, Shelburne Falls, MA.

Respectfully submitted,



William H. Abrashkin  
Secretary ex officio



**SHELBURNE HOUSING AUTHORITY**

Regular Meeting of the Board of Commissioners  
Wednesday, April 10, 2019 5:30 PM  
Highland Village community room

**ATTENDANCE**

<b>Name (please print)</b>	<b>Address/Contact Information (please print)</b>
Barbara Hoffman SULLIVAN	1 Highland Vlg. 314V ✓
Sandra Daby	16 HV
Maureen O'Brien	11 HV
Penny Clark	