



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
May 8, 2019

Commissioners Present (by Roll Call):

R. Maccini S. Flaccus K. Levitch

Commissioners Absent: N. Grunberg

Staff Present: W. Abrashkin J. Carey H. Mackay

Guest: Steve Larry (RCAT)

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 5:33 p.m. located at the Highland Village community room.

2. Actions

Roof Discussion:

At the April board meeting the Board requested that an RCAT (Regional Capital Assistance Team) representative attend the May board meeting to provide information about the Roofing Capital Improvement Project.

Representative, S. Larry provided a brief background history of RCAT. He stated RCAT is based in each region of the State and provides capital assistant work for housing authorities in those regions.

S. Larry reported that DHCD provides the capital improvement money. DHCD requires housing authorities to apply for funding by submitting a 5 year capital improvement plan for large maintenance projects at all existing properties. This

plan is reviewed on a yearly basis. Shelburne gets approximately \$35,000 in capital improvement funds a year

S. Larry reviewed each line item on the chart of the Highland Village Capital Improvement Plan. He informed the Board that the project marked with a FISH numbers is money DHCD has approved to complete those listed projects. Money remaining from previous projects carries over to help fund future projects. The plan also allows for the ability to remove or add projects.

He further explained that the approximate cost of replacing all of Highland Village roofs is \$120,000. This is a large project and will need to be done in stages. The inspection determined that building 1 would be done first, then building 2 and finally building 3.

Commissioner Flaccus reported that she received an email from Commissioner Grunberg, as he was unable to attend tonight's meeting, stating that there may be systemic issues with the roof that are resulting in the peeling of the siding and paint and that by replacing the roof, it will not stop those issues.

Commissioner Maccini asked that if the roof replacement project wasn't coincided with the siding project, will that result in larger issue?

S. Larry reassured the Board that by doing those projects separately it would not result in larger issues with the peeling of the paint and siding. He stated that the gutters will stay in place and will continue to be maintained and be reinstalled if needed. Selected siding and trim repairs are future projects to be considered as part of the capital improvement plan.

A resident reported some other maintenance concerns around the property.

S. Larry advised that for all maintenance needs they need to be called into the property manager and reported so a work order can be generated to fix the issue.

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 April 10, 2019 as prepared.

No Discussion

17-81 Vote 3 in favor; 0 opposed; 0 abstaining

Review 14 Day Notice to Quit:

After extensive discussion among the Board members, in which also involved the resident's in attendance, it was clarified that it is the legal responsibility of all housing authorities to collect rent from residents by the first of the month. If after 7 days rent is not received, the housing authority is legally bound to send out the 14 Day Notice to Quit.

The Board and HRA staff (W. Abrashkin, H. Mackay) acknowledged that these notices may have strong wording but it is the wording of a legal document that can't be changed. It was also acknowledged that if there is concrete evidence that such notice has been sent in error, then the property manager needs to be informed so he/she can look into the matter and correct the error.

Review Highland Village Lease:

The Board chose to table this item for discussion at the June regular meeting of the Board.

Review Rent DHCD Late Rent Payment Policy:

This was included during the review of the 14 Day Notice to Quit discussion.

Review Highland Village Siding Project- March 29, 2013 Report Findings:

This was discussed during Steve Larry's Capital Improvement Plan report.

Approve the amended Resident and Public Participation Policy: Commissioner Levitch moved and Commissioner Maccini seconded a motion to table the approval of the amended Resident and Public Participation Policy to the June regular meeting of the Board for continued discussion.

Commissioner Flaccus provided a brief summary regarding the reason for putting this policy into place. She stated that this policy was generated by herself with consult form other's, to ensure that the attending public would have an opportunity to speak at the board meetings.

The Board discussed the necessity of having such policy and determined that further discussion continue at the June board meeting.

After thorough discussion regarding the current SHA Public "Speak Out" Participation Policy, the Board made a motion to rescind that Policy.

SHA Public "Speak Out" Participation Policy: Commissioner Levitch moved and Commissioner Maccini seconded a motion to rescind the December 13, 2017 Board approved SHA Public "Speak Out" Participation Policy, Vote #17-34.

17-82 Vote 3 in favor; 0 opposed; 0 abstaining

3. Staff Reports

H. Mackay reviewed his staff report with the Board, Highlighting the following information:

Vacancies: Five units are vacant and have been added to the construction line up to complete prior to the unit being added to vacancy listing. Once the bathroom/kitchen project is complete, the unit will move to the maintenance department to complete restoration prior to being leased.

Energy Report: For March, KWH usage was 37600 and the month total cost was \$6,559.

Work Orders: Need to be called into the office during office hours. Staff attended a training regarding instructions on how to generate work orders on their tablets.

Generator: The generator is fully functioning and is scheduled to run once a week at approximately 9:30am. We are contracted with Kinsley Power Systems, Inc. to provide preventative maintenance service to the generator twice a year. HRA maintenance staff will be trained on general maintenance of the generator. Notices will be sent to all residents regarding what to do in an emergency when power is lost at Highland Village.

Sign Project: This project continues to move forward. Once measurements and alternatives for new identification are completed, they will be presented to Hales for their professional input. Anticipated completion date is mid-summer.

Renovation Project: The previous 2 days were prep and move. Friday, May 10 is the next date of the weekly scheduled meetings with the construction team. Seventeen units are to be completed with a completion date of the project being the first week of August.

4. Executive Director's Report:

W. Abrashkin reported that the two candidate finalists for the Executive Director position were interviewed by both the RDI and HRA Boards. The HRA Board selected one of those candidates and is entering negotiations. We are hopeful the candidate will accept the position

He also reported that there has been movement toward renewing development work with RDI. There hasn't been any significant development work done by RDI in a number of years.

5. Other Business

Commissioner Maccini gives Executive Director Search Update: Commissioner Maccini didn't have anything further to report.

Public Housing Notice 2019-08-Biennial Rent-Opening of the Online Common Housing Application for Massachusetts Public Housing (CHAMP)

No discussion

Public Housing Notice 2019-09-Notice of Funding Availability-Accessible Unit Initiative

No discussion

Public Housing Notice 2019-10-Notice of Funding Availability-High Leverage Asset Preservation Program (HILAPP)

No discussion

Public Housing Notice 2019-11-Notice of Funding Availability (NOFA) for Modernizing Public Housing and Supporting Elders Initiative (ModPHASE), 2nd Round

No discussion

Public Housing Notice 2019-12- Clarifications of the Regulatory Definition of "Homeless Applicant"

No discussion

Board Member Contact Information

No Changes

6. Other business not reasonably anticipated 48 hours in advance

Shelburne CFA 5001 Amendment #8-FY2022 Formula Funding Award and SHA Address Change: Commissioner Maccini moved and Commissioner Levitch seconded a motion to authorize Susan Flaccus, SHA Board Commissioner Chair, to execute contract Amendment **#8** to **CFA 5001** in the amount of **\$37,250.00**. Original award of **\$495,953.00**, amended award of **\$533,203.00** with a change of **+\$37,250.00** in which this amendment funds the following and extends the contract dates of service from **June 30, 2021** to **June 30, 2022** and to authorize Susan Flaccus, SHA Board Commissioner to execute the address change on the Request for Taxpayer Identification Number and Certification form, the address of 80 Canal Road, Turners Falls, MA to 241 Millers Falls Road, Turners Falls, MA 01376.

No discussion

17-83 Vote 3 in Favor; 0 opposed; 0 abstaining

7. Public Comment

Residents had an opportunity to speak throughout the board meeting so there wasn't a need for a separate comment period.

8. Documents Used:

- Minutes of the Regular meeting held April 10, 2019
- FY2022 Capital Improvement Plan
- 14-Day Notice to Quit/Notice of Termination for Non-Payment of Rent
- DHCD Form Lease for Public Housing
- DHCD Occupancy Standards & Tenant Participation for State-Aided Housing; Rent Determination
- Highland Village Siding Project-Report of Findings –dated 3/29/13
- Draft Policy of Resident and Public Participation in Shelburne Housing Authority Board Meetings
- FY2022 Formula Funding Award
- Staff Report
- PHN 2019-08
- PHN 2019-09
- PHN 2019-10
- PHN 2019-11
- PHN 2019-12
- NERC JOURNAL-April 2019
- NAHRO NEWS-May 2019

9. Adjournment

There being no additional business, Commissioner Levitch moved and Commissioner Maccini seconded a motion to adjourn the regular meeting at 7:38PM. *The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, June 12, 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, May 8, 2019 5:30 PM

Highland Village community room

ATTENDANCE

Name (please print)	Address/Contact Information (please print)
Jacqueline Gens	37 HV
NOREN O'BRIEN	11 HV
Penny Oark	18 HV
Barbara Hoffman	1 HV
GAIL DONICZ	40 HV
Sonya Dabz	16 HV