



**SHELBURNE HOUSING AUTHORITY**

Highland Village • Shelburne Falls, MA 01370  
Executive Office: 241 Millers Falls Road • Turners Falls, MA 01376  
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**SHELBURNE HOUSING AUTHORITY  
Regular Meeting  
June 19, 2019**

**\*\*\*\*\*Amended\*\*\*\*\***

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

S. Flaccus    K. Levitch    N. Grunberg    M. Payne

**Commissioners Absent:** R. Maccini

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

**Guest:** None

**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 5:32 p.m. located at the Highland Village community room.

The Board welcomes the return of Margaret Payne as SHA Board Commissioner.

**2. Actions**

**Minutes:** Commissioner Levitch moved and Commissioner Grunberg seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on May 8, 2019 as prepared.

No Discussion

17-84 Vote 2 in favor; 0 opposed; 2 abstaining

**DHCD Project No. 268028-Change Order #5 Shelburne Housing Authority-**

**Highland Village Kitchen & Bath Upgrade:** Commissioner Levitch moved and Commissioner Grunberg seconded a motion to approve the Change Order #5 by and between Bradley Architects Inc. and Highland Village, Highland Village, Shelburne Falls, MA 01370, which includes an accounting of the additional costs for **PCO #009:** Furnish only-Quantity of 50 heavy duty white vinyl shower kits with rings per Housing Authority request and **PCO #010:** Replacement of rotted floor plywood decking under shower and replacement of wall sill plate and wall stud behind shower in Unit 30, which shall increase the Contract Sum by **\$4,275.09.**

H. Mackay reported that the first 3 units were provided with heavy duty shower curtains. Money was received from the grant so that all 46 units will have heavy duty shower curtains for the new showers.

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

**DHCD Project No. 268028-Change Order #6 Shelburne Housing Authority-**

**Highland Village Kitchen & Baths Upgrade:** Commissioner Grunberg moved and Commissioner Payne seconded a motion to approve the Change Order #6 by and between Bradley Architects Inc. and Highland Village, Highland Village, Shelburne Falls, MA 01370, which includes an accounting of the additional costs for **PCO #011:** Contract time extension until September 30, 2019. Request is for Contract Time Extension due to delay in start date and tenant moves. This request is for time extension only, and does not change the contract amount and for **PCO #012:** Repair of rotten plywood and studs, and replace kitchen countertop/backsplash in Unit 18 which shall increase the Contract Sum by **\$1,377.06.**

H. Mackay reported that the Grant writer filed the extension with DHCD to extend the date to September.

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

**Addendum #2 to the SubGrantee Agreement the Town of Shelburne and Shelburne Housing Authority for the Housing Modernization Project, Highland**

**Village Kitchen & Bathroom Improvements:** Commissioner Payne moved and Commissioner Grunberg seconded a motion to authorize Susan Flaccus, Shelburne Housing Authority Chair, as contracting officer, to approve Addendum #2 to the SubGrantee Agreement the Town of Shelburne and Shelburne Housing Authority for the Housing Modernization Project Performance

Period of the SubGrantee Agreement extended to September 30, 2019 in order to allow for the completion of the Project.

No discussion

17-87 Vote 4 in favor; 0 opposed; 0 abstaining

**Review Quarterly Financials:**

J. Carey provided a brief summary on behalf of L. Cornish, Director of Finance, who was unable to attend the meeting.

The profit and loss statements show a deficit of 9k compared to the full year budget of a deficit of 17k. Electricity costs have been higher than expected showing about 6k higher than last year at this time. Rental income is down to budget by about 13k YTD, this is due to some vacancies, but mainly units are empty due to the renovation project. Otherwise things are fairly on track to budget.

H. Mackay reported that subsidies continue to be received for units that are vacant due to the renovation project. Previously there was a fine for having vacant units, but since then he has learned to have waivers in place to avoid those fines.

A Board Commissioner inquired as to what shelter rent referred to.

H. Mackay informed the Board that it is basic rent.

**Review Highland Village Lease:**

Commissioner Flaccus clarified that the reason for reviewing the Highland Village Lease was because there were concerns and questions posed to the Board regarding when residents receive 14 Day Notice to Quit letters. She further explained that she wants to ensure that the lease people sign are uniform and that residents understand what they are signing.

W. Abrashkin reminded the Board that the Highland Village Lease is a DHCD direct lease regulation, along with the 14 Day Notice to Quit, and they are issued to all residents residing at our properties. They are legal notices and while we can't change their format and process for notification, there is always

the opportunity for anyone to reach out to the property manager with any questions or concerns.

W. Abrashkin emphasized that the lease regulation does clarify that if residents are having difficulty paying their rent, they are to inform their property manager. A notice has been drafted for residents explaining what it means to receive a 14 Day Notice to Quit letter. H. Mackay reported that he will distribute that letter to all Highland Village residents. He clarified that this will be the only letter residents will receive regarding late payment of rent.

He explained that there were some administrative errors recently discovered that resulted in the 14 Day Notice to Quit letters being sent out erroneously. These errors were computer generated in that rent and other additional costs were not being separated out. Management is now aware of this and will manually ensure that rent and "other costs" are calculated separately before any 14 Day Notice to Quit letter is issued.

W. Abrashkin further explained that there are 2 categories of payments. One is rent and the second is "other costs." Notice to Quit can only be issued on the basis of unpaid rent. If there are other unpaid charges (i.e. late fee's, tenant damages, etc.) those would be considered a lease violation but are not to be associated with the 14 Day Notice to Quit. These are 2 different categories with two different legal requirements.

A Commissioner asked if it was possible for an informative sheet be drafted simplifying major parts of the lease to assist residents with a better understanding of the lease.

Commissioner Flaccus shared information she found in which there is a form for Federal funded housing such as the one suggested. She will provide the Board with the link for their review.

W. Abrashkin stated that while the lease states all rent is to be received by the first of each month, there are situations in which checks may be received a few days later. There is a grace period given of 7 days. After those 7 days rent is considered late.

H. Mackay clarified that if someone is habitually being issued 14 Day Notice to Quit letters, then the process of court and eviction will take place.

J. Carey reported that there have also been changes made in how the Fiscal department posts checks. On the first and seventh of each month checks are posted to the account, but not deposited. This ensures that the check is documented in the computer system with the correct date of receipt.

J. Carey also expressed that since these errors have just been discovered to allow for some time to pass to see whether or not there are improvements made.

Commissioner Levitch suggested providing content links regarding housing, emergency plans, etc., to be displayed on the SHA Website.

Commissioner Flaccus asked Commissioner Levitch to forward the suggested links to all of the board members so they can be reviewed, discussed and voted on at the July board meeting as to whether or not they should be posted on the website.

### **Review Highland Village Emergency Plan:**

Commissioner Levitch reported that he has been in contact with Christopher Myers, Director of the Emergency Management Committee. This committee will be working on updating the town emergency plan and would like some volunteers from the Shelburne Housing Authority to join the committee and assist with the drafting a new plan.

Resident N. O'Brien and Commissioner S. Flaccus have volunteered to serve on this committee.

The Board requested J. Carey post the Franklin County Regional Housing & Redevelopment Authority Emergency Preparedness and Response Plan for Highland Village Residents on the SHA website.

**Resident and Public Participation Policy:** Commissioner Payne moved and Commissioner Grunberg seconded a motion to approve the 3<sup>rd</sup> draft of the Resident and Public Participation Board Meeting Policy as presented.

17-89 Vote 4 in favor; 0 opposed; 0 abstaining

### **3. Staff Reports**

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

**Vacancies:** Nine units are left for the kitchen & bath project. It is hoped that by July 1<sup>st</sup> five units will be filled. Four units are being kept vacant for the project.

**Energy Report:** H. Mackay referred to the attached documents.

**Ground Care:** As often as maintenance is able to mow the grounds, it is being done. Weather plays a large factor in the ability to mow on a consistent basis.

**Generator:** The Company has been contacted and will be coming out to service the generator.

**Sign Project:** Not much progress has been made, however it will continue to be part of the staff report so that it's not forgotten.

**Property Manager:** A meeting will be held on Monday with W. Abrashkin regarding candidates. The Board will be informed as soon as something is finalized.

**Formula Funding 5 Year Plan:** This was submitted in a timely manner and information should be received soon regarding funding for the requested projects.

#### **4. Executive Director's Report:**

W. Abrashkin reported that after a 4-5 month Executive Director Search process, Gina Govoni was selected as the candidate to fill the Executive Director Position. She comes very highly recommended. Her first day of employment will be Monday, July 15, however, she will be attending the SHA July 10 meeting before she officially starts. He stated that he will be available for a transition period of 1-2 weeks, whichever Gina is in need of.

W. Abrashkin went on to state that it's bittersweet that his time is ending. He sees a lot of potential with HRA. He has developed a real affection for the people he works with, the organization and the Boards. All of the board members are volunteers and serve on them out of their own commitment to the community. That speaks volumes to the people's commitment and dedication to the community.

## **5. Other Business**

### **Public Housing Notice 2019-07-Addendum 2 to Request for Information: Creation of Regional Housing Authority Entities**

Commissioner Flaccus expressed some concerns regarding DHCD trying to encourage housing authorities to become regional. She expressed that as a Board we need to understand this better.

W. Abrashkin stated that there are approximately 240 housing authorities in the State. The majority of them are small housing authorities. Many of those housing authorities don't have full time staff. It's an inefficient system from a business point of view. There's a lot of duplication, technical work that needs to be done by people who don't have the training or staffing to do it.

RCAT is a positive result of regionalizing. Many housing authorities wouldn't have the capacity to plan and manage a project without the assistance from RCAT.

W. Abrashkin further explained that if there is action taken towards regionalizing housing authority entities it will not happen for many years. Also, and most importantly, it has to be voluntary.

### **Public Housing Notice 2019-08-Special Fees to accompany PIH Notice**

No discussion

### **Public Housing Notice 2019-10-Addendum #1-Info Session for Public Housing NOFAs**

No discussion

### **Public Housing Notice 2019-13-Technical Assistance for Vacant Land Development**

No discussion

### **Public Housing Notice 2019-14- Public Housing Innovations (PHI) Notice of Funding Availability**

No discussion

**Public Housing Notice 2019-15-Blanket Waiver of 760 CMR 6.04 and 760 CMR 6.05: Rent Determination for Retroactive TAFDC Payments Due to Repeal of Family Cap Rule**

No discussion

**Public Housing Notice 2019-16-Wage Match for State Housing Program Tenants**

W. Abrashkin reported that the Board will receive this Notice again for their review as part of their August packet, as it requires a board vote. We've been given an extension to vote in September to allow new Executive Director, Gina Govoni, sufficient time to review the details and become familiar with the contents of this Notice before a vote is taken.

**Board Member Contact Information**

No Changes

**6. Other business not reasonably anticipated 48 hours in advance**

None

**7. Public Comment**

None

**8. Documents Used:**

- Minutes of the Regular meeting held May 8, 2019
- DHCD Project No. 268028-Change Order #5
- DHCD Project No. 268028-Change Order #6
- Addendum #2 to the SubGrantee Agreement the Town of Shelburne & Shelburne Housing Authority
- SHA Quarterly Report 10/1/18-3/31/19
- DHCD Form Lease for Public Housing
- Franklin County Regional Housing & Redevelopment Authority (HRA) Emergency Preparedness and Response Plan for Highland Village Residents



- Draft Policy of Residents and Public Participation in Shelburne Housing Authority Board Meetings
- Staff Report
- PHN 2019-07
- PHN 2019-08
- PHN 2019-10
- PHN 2019-13
- PHN 2019-14
- PHN 2019-15
- PHN 2019-16

#### 9. Adjournment

There being no additional business, Commissioner Levitch moved and Commissioner Grunberg seconded a motion to adjourn the regular meeting at 6:50PM. The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, July 10, 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, June 19, 2019 5:30 PM**

Highland Village community room

**ATTENDANCE**

<b>Name (please print)</b>	<b>Address/Contact Information (please print)</b>
Sandy	16 Highland Village
NOREEN O'BRIEN	11 HIGHLAND VILLAGE
Penney Dale	18 Highland Village
Barbara Chapman	1 Highland "
Margaret Payne	400 Bardwells Ferry Road Shelburne