



**SHELBURNE HOUSING AUTHORITY**  
Highland Village • Shelburne Falls, MA 01370  
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**SHELBURNE HOUSING AUTHORITY**  
**Regular Meeting**  
**November 13, 2019**

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

N. Grunberg R. Maccini S. Flaccus M. Payne

**Commissioners Absent:** K. Levitch

**Staff Present:** G. Govoni J. Carey L. Cornish

**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.

**2. Actions**

**Minutes:** Commissioner Maccini moved and Commissioner Grunberg seconded a motion to approve the minutes of the annual meeting of the SHA Board of Commissioners held on October 9, 2019 as amended.

17-106 Vote 4 in favor; 0 opposed; 0 abstaining

**Minutes:** Commissioner Grunberg moved and Commissioner Maccini seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on October 9, 2019 as amended.

17- 107 Vote 4 in favor; 0 opposed; 0 abstaining

**Approve Addendum #3 to the SubGrantee Agreement the Town of Shelburne and Shelburne Housing Authority for Housing Modernization Project, Highland Village Kitchen and Bathroom Improvements CBDG Grant:** Commissioner

Maccini move and Commissioner Payne seconded a motion to approve addendum #3. The Subgrantee agreement increase of 23,000 and its use was discussed.

17-108 Vote 4 in favor; 0 opposed; 0 abstaining

**Approve the meeting schedule for 2020:** Commissioner Grunberg moved and Commissioner Maccini seconded a motion to approve the meeting schedule for 2020.

17-109 Vote 4 in favor; 0 opposed; 0 abstaining

**Approve Shelburne Housing Authority Final FY18 AUP Report:** Commissioner Payne moved and Commissioner Maccini seconded motion to approve the final FY18 AUP Report. It was noted that the report was received late, and that the DHCD is aware of this.

17-110 Vote 4 in Favor; 0 objections; 0 abstaining

**Approve Shelburne Housing Authority FY19 Financials Submission to DHCD:** Commissioner Maccini moved and Commissioner Payne seconded the motion to approve the FY19 financials submission to DHCD. The depicted financial figures within were discussed.

17-111 Vote 4 in favor; 0 opposed; 0 abstained

### **3. SHA Monthly Report**

G. Govoni noted how the total rent increased in SHA properties as more units were leased. Clean up and winter preparations were discussed. Getting the replacement for the broken snow blower is noted. A request is to be sent to the Sherriff's office for final fall clean up. The parking lot plowing is contracted out, and this contract will be maintained. Walkways and doorways will be done by staff. The generator tune up was discussed to occur every other year.

Staff transition occurring, H. Mackay is stepping into a P.M. role once a candidate has been found to fill the position of H. Mackay's previous role. H. Mackay's staff expresses great gratitude for H. and his work.

EBI consulting firm sent out by DHCD 11/13/2019. Priorities were given and EBI was made aware of the sign project, wiring and lighting. Sustainability is DHCD's

top concern, and so efficient lighting for the parking lot may be prioritized. N. pointed out that the lights are pointed up rather than down. A change in lighting style may be all that is needed. Several other lighting issues were raised to awareness, there are no lights over doors, motion sensor lights stay on or do not work, and building c has no lighting out back what so ever.

#### **4. Other Business**

The Comcast bulk agreement contract expires 2023. Presented contract was reviewed.

#### **5. Documents for Informational Purposes**

- PHN 2019-24 NOFA Technical Assistance for Creation of Regional Housing Authority Entities
- PHN 2019-25 AIMM Program Rules and Application
- MassNAHRO NEWS-September/ October 2019 Newsletter

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

#### **7. Resident and Public Participation**

Concern was brought up about how the snow plow contractor plows in cars. Handbook needs to be reviewed for tenant responsibilities and concerns during snow. Until a new truck can be procured the snow plowing of parking lots will be contracted out.

Commissioner Payne requests that the information on what kind of security cameras the residences require be sent to her in December. A donor has been located for the cameras.

A concern was raised that the water temperature in the washing machines is not hot enough to provide sanitary conditions.

It was discussed to add a verbal complaints policy to the handbook. The policy requires clarification and amending.

#### **8. Documents Used:**

- Minutes of the Regular meeting held October 9, 2019.
- Minutes of the Regular meeting held September 11, 2019 as amended.
- Bradley Architects INC. Scope of Service

- Addendum #3 to the Subgrantee Agreement the Town of Shelburne and Shelburne Housing Authority for the Housing Modernization Project, Highland Village Kitchen and Bathroom Improvements
- Proposed Dates of 2020 SHA Board Meetings
- Shelburne Housing Authority Report on Agreed-Upon Procedures September 30, 2019
- FY19 Submission Report for DHCD
- Shelburne Housing Authority Year over Year Analysis 2019 from 2018 Results
- PHN 2019-16
- Shelburne Housing Authority Bylaws
- MassNAHRO September/October 2019 Newsletter.
- Website review
- Property Management Report for October 2019
- Comcast Bulk Agreement Contract
- PHN 2019-24
- PHN 2019-25

## **7. Adjournment**

There being no additional business, Commissioner Maccini moved and Commissioner Grunberg seconded a motion to adjourn the regular meeting at 7:40PM. *The next annual and regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for December 17, 2019 in the Highland Village Community Room, Highland Village, Shelburne, MA.*

Respectfully submitted,



Gina Govoni  
Secretary ex officio