



SHELBURNE HOUSING AUTHORITY
Highland Village • Shelburne Falls, MA 01370
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SHELBURNE HOUSING AUTHORITY
Regular Meeting
February 12, 2020

Commissioners Present (by Roll Call):

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

Commissioners Absent: K. Levitch

Staff Present: G. Govoni P. Parmakian L. Cornish 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 5:33 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 January 8, 2020 regular meeting as prepared.

17-114 Vote 4 in favor; 0 opposed; 0 abstaining

Amended SHA Regular Board Meeting Schedule for the year 2020: Commissioner Grunberg moved and commissioner Maccini seconded a motion to approve the 2020 meeting schedule of the Board as amended.

The Board voted to move the March 11, 2020 meeting to March 25, 2020 as there was a conflict with the original proposed date.

17-115 Vote 4 in favor; 0 opposed; 0 abstaining

Equal Housing Opportunity



EFPR Group, CPA's, PPLC New Audit Firm: Commissioner Payne moved and Commissioner Maccini seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to enter into an agreement by and between Shelburne Housing Authority and EFPR, Group, CPA's, PPLC for audit and related services for years ending September 30, 2019, 2020, 2021.

L. Cornish reported that current auditor, M. Guyder from MARCUM, LLP advised her in July or August of 2019 that he will no longer be keeping SHA on as a client.

L. Cornish reported that EFPR provided good references, have a good background and offered their services to us at a fair price. Their contract is for 3 years and the increase in cost is a reasonable amount for each year over the next 3 years.

17-116 Voted 4 in favor; 0 opposed; 0 abstaining

L. Cornish presented the year end 12/31/19 financials which reflect the budget reported for the last 4 years, along with the requested budget for 2020 with some adjustments.

In summary, the current reserves are going quickly. HRA has been assisting financially to get SHA through projects. If all projects get settled and paid this will increase the operating reserve balance to a healthier balance, but there is still concern that SHA will not meet the operating reserve threshold required by DHCD at fiscal year-end.

Regional Structure: Commissioner Maccini moved and Commissioner Payne seconded the motion to authorize Executive Director, Gina Govoni, to submit an application to DHCD in response to PHN 2019-24, seeking technical assistance to explore a regional organizational structure.

G. Govoni and L. Cornish reported to the Board the fundamentals of submitting PHN 2019-24 NOFA to DHCD on behalf of SHA and HRA. DHCD is providing this opportunity to see if regionalizing can work. Submission of application in no way binds the authority to regionalize.

If the application is accepted, DHCD will provide each authority with \$25,000 which will be used to hire the right consultant with the background and experience needed to form a plan and delve into the intricacies of regionalizing.

G. Govoni reassured the Board that they will be involved in this process.

17-117 Vote 4 in favor; 0 opposed; 0 abstaining

Discuss Board Member Terms:

Commissioner Flaccus term expires November, 2020.

Commissioner Payne's term expires May, 2020 and she plans on running.

Commissioner Maccini's term expires, July, 2023.

Commissioner Grunberg's term expires June, 2020 he will be resigning after his term.

Discuss Board Meeting Format:

A question was posed to the Board by Chair, Susan Flaccus, as to whether or not they would prefer to have Secretary Ex officio, G. Govoni, run the board meetings. It was clarified that the Chair, upon his/her discretion, can turn the meeting over to the Secretary.

A concern was raised regarding the role of the Board as a Governor of the Agency and the structure of the meetings, especially in regards to the public participation. It was determined that the current policy be reviewed at the next board meeting and revised, should the Board vote to do so. An example of such a revision could be that the public can have input during the meeting for questions and clarification and when necessary, apply a time limit to those participating.

It was also recommended that residents consider forming a Resident Association. That would allow them the appropriate venue to discuss any management concerns or questions which then can be brought forth to management.

Review of SHA Lease and Resident Handbook, as well as Gardening, Smoking and other policies:

Due to the lateness of the evening, the Board agreed to review these items at the next scheduled board meeting.

Discuss Surveillance Cameras:

Commissioner Payne requested that at P. Parmakian earliest convenience to provide her with the price information she had on surveillance cameras.

3. Staff Report:

Highland Village has 2 vacancies.

The Performance Management Review is scheduled to occur this week. Residents will be notified as it will require unit inspections.

4. Ongoing Concerns:

The concerns listed on the agenda will continued to be reviewed at each meeting until resolved.

5. No updates at this time:

- a) Bad debt
- b) Review SHA Bylaws
- c) Discuss and approve website links to be added to SHA website
- d) Information binder for community room

6. Documents for Informational Purposes:

The Board determined that receiving the Public Housing Notices (PHN's) via email was sufficient and there would no longer be a need to print them out for the board meetings unless it was determined that the Board needed to be specifically aware of such notice.

7. Other business not reasonably anticipated 48 hours in advance:

8. Resident and Public Participation:

A question was posed regarding the tree removal project. There are trees out back that need to be removed as well. P. Parmakian will get an update from Property Manager, H. Mackay regarding those trees.

9. Adjournment

There being no additional business, Commissioner Maccini moved and Commissioner Payne seconded a motion to adjourn the annual meeting at 7:15PM. The next regular meeting of the SHA Board of Commissioners is scheduled for March 25, 2020.

Respectfully submitted,



Gina Govoni
Secretary ex officio