



SHELBURNE HOUSING AUTHORITY
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 12, 2021

Commissioners Present via Zoom (by roll call):

S. Flaccus R. Maccini M. Payne K. Levitch R. Bowen Weld

Commissioners Absent:

Staff Present: G. Govoni J. Carey

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 4:32 p.m. which was held via Zoom.

******Note:** All votes were taken via roll call****

2. Actions

Minutes: Commissioner Levitch moved and Commissioner Maccini seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on April 14, 2021 as prepared.

17-156 Vote 5 in favor; 0 opposed; 0 abstaining

Board Meeting Time/Mode: Commissioner Levitch moved and Commissioner Maccini seconded a motion to change the start time of the SHA Board of Commissioners Meetings from 4:30 p.m. to 5:30 p.m. beginning in July, while continuing to meet virtually via Zoom.

G. Govoni reviewed PHN 2021-07: Guidance & Best Practices for LHA's Post Covid-19 Vaccination. The Board can continue to meet virtually for as long as they choose. Until June 1 there will be continued restrictions on the use of the Highland Village Community Room. The restrictions will be re-evaluated once the Governor's guidance is

Equal Housing Opportunity



updated on May 29.

The Board discussed the options for holding meetings remotely, in-person or hybrid and were unable to come to a consensus. The Board agreed that at the August board meeting they would revisit the means in which to meet for future meetings.

17-157 Vote 5 in favor; 0 opposed; 0 abstaining

HRA/SHA Regionalization Discussion/Update:

G. Govoni reported that Commissioner Maccini and Commissioner Payne will be members serving on the Regionalization Planning Committee. The first meeting is scheduled for May 20, 2021.

A concern was raised regarding a question posed by one of the HRA Board of Commissioners at the joint board meeting who asked what would occur if SHA didn't move forward with regionalizing?

A Commissioner inquired as to whether HRA would continue management of SHA if regionalizing doesn't work.

G. Govoni stated that HRA, manages properties in many different communities throughout Franklin County via a management agreement. The governance of each property is a somewhat customized, but none have monthly board meetings. Regionalizing would allow HRA own and manage SHA like the other properties. SHA would become part of the HRA portfolio.

G. Govoni confirmed that the property would likely be deeded to HRA, though this would be a part of the discussion, and confirmed by legal counsel.

Commissioner Payne serves on the Town of Shelburne Selectboard and informed them about the steps being taken to consider regionalizing. She offered to be the liaison, sharing information throughout this process. She stated their main concern was for the well-being of the residents.

G. Govoni reassured the Board that this process is to continue to work with SHA, eliminating the duplicative work that now occurs between HRA & SHA (i.e. Multiple AUP, audits, paper work, etc.), emphasizing that it is the fiduciary responsibility of the Board to do what will needs to be done to keep SHA viable.

VIVA consulting has offered to attend future SHA board meetings.

The Board expressed gratitude to Commissioner Maccini and Commissioner Payne for representing SHA as members on the Regionalization Committee. They are valuable and knowledgeable, with many years of experience as SHA Commissioners, knowing what is needed for not only SHA but also the Highland Village residents.

In response to an inquiry about the nature of the Regionalization Committee meetings, G. Govoni stated that the meetings are not public meetings. The committee will be discussing the most appropriate way of informing residents.

G. Govoni reported that there will be more information to provide to the Board after the committee meets on May 20. If there is anything she or J. Carey can provide, members were asked to please let them know.

G. Govoni reported that M. Taylor, previous Highland Village Property Manager, took a promotion within the Agency. C. Kindle is the new Highland Village Property Manager. She has history within Franklin County and area non-profits.

A new RCAT employee, Jim Turner, has taken Stan Pitchko's place. Later in the week he will meet at HRA to look at the costs and placements of condensers for mini splits as part of the LEAN Program.

3. SHA Monthly Report

Annual Recertifications: The Leased Housing Department will be assisting the PM Department with annual recertifications.

Community Room: June 1st is the target date for re-opening the Community Room. Residence are still encouraged to wear masks outside on the property.

Vacancies: One vacancy. The PM Department is on the 5th pull from the CHAMP application. The applicant has 2 weeks to respond when they are pulled from the list, and the department needs to wait an additional 2 weeks before another applicant can be pulled.

G. Govoni offered to provide the Board with more information on the administration of the CHAMP waitlist.

4. Ongoing Concerns

- Emergency Plan

5. Documents for Informational Purposes:

- PHN 2021-01: Changes Pertaining to Town Appointed Tenant Board Members. This announces a change to the state law regarding tenant board members. The Board will need to act on this in June. A waiver will be requested at Commissioner Bowen Weld's term is for another 5 years.
- PHN 2021-07: Guidance & Best Practices for LHA's Post Covid-19 Vaccination

6. Documents used:

- * April 14, 2021 Regular Meeting Minutes
- * SHA Property Summary Report
- * PHN 2021-01: Changes Pertaining to Town Appointed Tenant Board Members

* PHN 2021-07: Guidance & Best Practices for Housing Authorities Post-Covid-19 Vaccination

7. Other business not reasonably anticipated 48 hours in advance

8. Resident and Public Participation

A resident stated that part of the reason the Property Manager is overwhelmed is due to the recertification that needs to be done annually. It is very time consuming and many residents need one-on-one assistance with the paperwork.

G. Govoni reported that there is a move toward bi-annual recertification for 667 Properties, which is what Highland Village is. There are not any written details yet. The PM team is in a good place and moving in the right direction.

Another resident stated that she would like to purchase and donate a UV tower for the Community Room, but needs to know the rooms square footage. She also inquired as to the purchase and donation of a large tent for the residents as there is a lack of shade due to the removal of trees from the property. G. Govoni stated that she will be heading to Highland Village Friday of this week and will connect with this resident to further discuss the UV tower and Tent.

Lastly, a resident encouraged the Board and attendees to watch a chronical of Shelburne Falls that was aired on Monday, May 10. It can be found On-Demand or ABC news, or google, chronicle Shelburne Falls.

9. Adjournment:

There being no additional business Commissioner Levitch moved and Commissioner Maccini seconded a motion to adjourn the regular meeting at 5:55 p.m. The next FY22 annual plan and regular meeting of the SHA Board of Commissioners will be held on June 9, 2021 via Zoom.

Respectfully submitted,



Gina Govoni
Secretary ex officio