



**SHELBURNE HOUSING AUTHORITY**  
1 Highland Village • Shelburne Falls, MA 01370  
Executive Office: 42 Canal Road • Turners Falls, MA 01376  
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

**SHELBURNE HOUSING AUTHORITY**  
**Regular Meeting**  
**April 18, 2018**

**Commissioners Present** (by Roll Call): K. Levitch, R. Maccini, L. Allen

**Commissioners Absent:** N. Grunberg

**Staff Present:** F. Pheeny, J. Carey, T. Dowd

**Others present:** Attorney J. Liebel  
See attached sign in sheet

**1. Call to Order**

There being a quorum present, Commissioner L. Allen called the regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 5:04 p.m. located at the Highland Village community room.

**2. Actions**

**Minutes:** Commissioner R. Maccini moved and Commissioner L. Allen seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on March 14, 2018 as prepared.

No discussion

17-46 Vote 3 in favor; 0 opposed; 0 abstaining

**Discussion with Attorney Liebel clarifying the role and relationship by and between the Franklin County Regional Housing Authority and the tenants of Highland Village:** F. Pheeny informed the board that she asked Attorney Liebel to attend the meeting as he would best be able to answer the questions posed by the members regarding their role as commissioner.

Attorney Liebel began by informing the board about several resources and materials that he recommends that they familiarize themselves with (i.e. General Law 121B, NAHRO Handbook, and DHCD Training Manual).

He stated that these resources provide valuable information regarding explaining the roles of the Board of Commissioners and the Executive Director.

Attorney Liebel emphasized that the commissioners should feel empowered as it's their responsibility to ensure the LHA is run properly; however he also cautioned them on being aware that their interactions with tenants regarding day-to-day operations, concerns and violations are properly dealt with by the responsible parties (i.e. Property Manager, Property Management Director, then if necessary, Executive Director), and not by the commissioners themselves.

The Commissioners thanked Attorney Liebel for his time, input and suggested resources.

Attorney Liebel departs at 5:48p.m.

**Review of DHCD PHN 2018-09 Management Services Agreement:** F. Pheeny presented the agreement to the board for their review. She stated that she is waiting on more information from DHCD before moving forward, however DHCD is providing a deadline of completion by July 31, 2018.

R. Maccini asked if this management agreement would take place of the current one followed by SHA.

F. Pheeny confirmed that it would. She stated SHA would be using the "Basic Management Services Agreement between Local Housing Authorities." The question is how fee's get calculate for the basic service agreement, especially when presently the Director's salary isn't paid by SHA.

F. Pheeny asks that the board read the PHN in its entirety and contact her with any questions. As she receives more information about the agreement from DHCD, she will forward it to the board members. Her hope is to have the information needed to present to the board at next month's meeting.

**Nominate new board member:** Commissioner K. Levitch withdraws the nomination from the agenda as J. Gens is on the town ballot for running for the open commissioner seat for the remaining one year term.

**Automatic Washing Machine Company, Inc. Agreement:** Commissioner K. Levitch moved and Commissioner R. Maccini seconded a motion to authorize the Executive Director, as contracting officer, to enter into an amended agreement for a period of **three (3) years** beginning April, 2018 by and between the Shelburne Housing Authority (the "Authority"), 44 Canal Road, Turners Falls, MA 01376 and Ian Rowles, doing business as Automatic Washing Machine Co.,Inc. of Holyoke, Massachusetts (the "Company") where the Company shall, without cost to the Authority, install and maintain automatic coin operated washing machines and dryers in the laundry room of the following development: Highland Village, Highland Avenue, Shelburne Falls, MA.

The contract stated that the charge for the machines shall be \$1.25 per wash and \$1.25 per dry. T. Dowd stated that this was an error and the charge for the charge for the machines will remain the same as they are currently; \$1.00 per wash and \$1.00 per dry.

Chairperson L. Allen, with approval from the board, changed the charge amount from \$1.25 per wash and dry to \$1.00 per wash and dry.

17-47 Voted 3 in favor; 0 opposed; 0 abstaining

### **3. Other Business**

#### **Board Member Contact Information**

No updates

**FY2018 Benchmark Progress Report for Shelburne Housing Authority:** F. Pheeny explained that the report is a spending projection for fy2016 through fy2018 showing how money is coming into the Authority and how it is being spent. DHCD wants to see a benchmark spending of at least 70% and the Shelburne Housing Authority is spending at 90%.

**Formula Funding Update:** F. Pheeny informed the board that the Shelburne Housing Authority can expect \$35,732 in Formula Funding for Fiscal Year 2021 as soon as the bond bill is enacted.

**Town of Shelburne Board of Selectmen Letter:** F. Pheeny referred to the letters in the board packet for review at the convenience of the members.

**NAHRO April 2018 Newsletter:** F. Pheeny referred to the newsletter in the board packet for review at the convenience of the members.

#### **4. Staff Reports**

T. Dowd informed the board that the report was prepared with a few days remaining in March, but it is still quite accurate. His overview included:

- \* Rent collection remaining strong by a collection surplus of \$410.00.
- \* Fifteen (15) out of fifteen (15) work orders for the month of March were completed. Thirteen (13) were considered "routine" and two (2) were emergencies that required to be completed within 48 hours but were done so within 24 hours.
- \* Average completion time in days per work order is 1.17 to close out the work orders.

T. Dowd informed the board that a meeting with tenants was held earlier that afternoon to update them on the rehabilitation project. Due to the original bidding being so high there is a need to re-bid, causing the project to be moved back to June 2018. Currently there are 2 vacant units, which are purposely being held vacant, in order to be utilized as temporary housing during the kitchen and bath rehabilitation. T. Dowd also stated that there is a possibility that the bathroom renovation may not require tenants to have to move everything out of their apartments. As he knows more details he will inform the tenants and board members.

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

#### **6. Public Comment**

A clipboard with a sign-up sheet for public comment was provided to the tenants before the start of the meeting. They were asked to sign their name and the topic they wanted to discuss.

Commissioner L. Allen informed the tenants that the public comment period was to begin, reminding them of the 5 minute time limit for their individual questions/concerns.

N. O'Brien informed the board that there is a sign posted at the edge of the property stating that it's a non-smoking property. She suggested keeping that in mind when revising the non-smoking policy as currently there are tenants that understand the no-smoking policy to mean that they can smoke on the property as long as it's 50 feet from the property. She also suggested that No smoking postings should be on all of the main doors.

J. Turner also raised concern about smoking still being observed on the property.

She inquired how the residents can assist the authority with upholding the non-smoking policy.

F. Pheeny stated that any concerns should be brought directly to the property manager. She also stated that recently she had time to review the current policy and check to be sure it was following DHCD regulations. The current policy states that if a tenant is smoking 50 feet away from the property they are not in violation of the non-smoking regulation. There is also mention of a transition period that expired years ago, that also needs to be removed from the policy.

F. Pheeny stated that next steps are to draft a new policy, have the Agency attorney review it, and then it's brought to the board for vote on it and will then be in effect for every tenant that resides at Highland Village.

J. Turner also inquired as to how often the vents are cleaned in the laundry room as they appear very dirty.

F. Pheeny stated that earlier this evening T. Dowd had addressed that question and has already scheduled someone to come out to clean the vents.

J. Turner had further questions regarding specific benches being moved, clean-up of the gravel from the yard and cleaning out of the gutters.

F. Pheeny stated that she would look into why the benches were moved; reassured the tenants that maintenance will be taking care of the yard clean up and will inquire as to when the gutters will be cleaned out.

S. Daby stated that she didn't need to speak as her questions were already asked and answered.

Several other tenants informed T. Dowd that 2 items need to be removed. The stained couch that is still being stored in the office and the piano as it is unable to be fixed.

T. Dowd stated he will have the couch removed within a few days. The piano's removal may take a bit longer as it is lower on the list of priorities with the rehabilitation coming up.

## **7. Adjournment**

There being no additional business, Commissioner Maccini moved and Commissioner Levitch seconded a motion to adjourn the regular meeting at

6:25 PM. The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, May 9, 2018 in the Highland Village community room, Highland Avenue, Shelburne, MA.

Respectfully submitted,



Frances Pheeny  
Secretary ex officio

**SHELburnE HOUSING AUTHORITY**

Regular Meeting of the Board of Commissioners

Wednesday, April 18, 2018 5:00 PM

Highland Village community room

**SIGN IN SHEET**

Name	Address/Contact Information
Ellen Jenkins	321 Highland Village
Judy Wood	C 42 " "
Noreen O'Brien	11 H.V.
Judy Turner	# 12 - H.V.
June L. Turner	20 Highland Vlg.
Dorothy Doby	16 HV
Jacqueline Go	37 HV
Gladys Cannon	# 2 C
Barbara Hoffman	Apt 1 Highland Vlg
Betty Barsaleau	apt 29 Highland Village Shel Fhs ma
Paul M. Doney	40 HIGHLAND VILLAGE