



SHELBURNE HOUSING AUTHORITY
1 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
May 23, 2018

Commissioners Present (by Roll Call): K. Levitch, N. Grunberg, L. Allen

Commissioners Absent: R. Maccini

Staff Present: F. Pheeny, J. Carey

Others present: 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 5:01 p.m. located at the Highland Village community room.

F. Pheeny informed the board that she hasn't received any information from the Town of Shelburne regarding the appointment of J. Gens and reappointment of R. Maccini to the Shelburne Housing Authority Board.

J. Gens stated she will be officially appointed as of tomorrow.

F. Pheeny asked that once J. Gens receives the paperwork that it be forwarded to J. Carey to be filed.

2. Actions

Minutes: Commissioner K. Levitch moved and Commissioner N. Grunberg seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on April 18, 2018 as prepared.

No discussion

17-48 Vote 3 in favor; 0 opposed; 0 abstaining

3. Other Business

Board Member Contact Information

No updates

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

4. Staff Reports

F. Pheeny presented the staff report to the board on behalf of T. Dowd who was unable to attend the meeting. She began by informing the board that bath and kitchen renovation project bid conference will occur tomorrow. There are presently 3 vacant units which will allow for tenant storage during the project and will most likely result in not needing to use Pods onsite, which is a big cost savings. Once the bid selection process is completed, another meeting will be scheduled for tenants to attend to receive updated information.

Commissioner N. Grunberg inquired as to what the time period is to get through the bid process.

F. Pheeny stated approximately 2 weeks however due to the process being held at state level, it can take a big longer. The determined length of the bid process is out of the SHA hands.

Commissioner N. Grunberg asked if a bid selection is made always with choosing the lowest bidder.

F. Pheeny confirmed yes, however they have to be a responsible bidder. Those bidding are on contract with the approved state bid list. The funds received from the Community Development Block Grant for this project have to be spent within the 18 months it was awarded.

J. Gens expressed that one of her concerns was that when the budget was initially reviewed it appeared to be under budget. How did this situation result in bidders overbidding?

F. Pheeny stated that when DHCD put together a scope of services, they missed some of the asbestos. When the contractors originally did the walk through they found the asbestos that wasn't listed in the scope and added those findings and the cost to remove it, to their bids, resulting in over bids.

F. Pheeny stated that the focus is now getting the bathroom renovations done

She reiterated that T. Dowd will have more information to provide the tenants after the bid conference.

F. Pheeny shared that on a positive note, there is a good possibility that furniture may not need to be removed from the units as they are having the bathroom renovations done because the bathrooms may be able to be sealed off during the work.

F. Pheeny informed the board that Property Manager, Jeanine Rodriguez has left the Agency for a position elsewhere. It's a big loss for us, however, we have many interviews lined up and we're hoping to hire someone soon.

5. Other business not reasonably anticipated 48 hours in advance

6. Public Comment

Tenants are provided at each meeting with a sign-up sheet for public comment, in which they document their name and the topic for discussion.

F. Pheeny addressed the only noted topic regarding the Non Smoking Policy. She stated due to the move of the Agency to a new location, there hasn't been time for herself, or Attorney Liebel to review it and bring it up to date.

F. Pheeny also stated that it appears that there are No Smoking Policies adopted at different times throughout the years. The goal is to develop a uniform policy that will be affective at all of HRA's properties. She hopes to present a draft to the Board at the June 13th regular meeting.

Realizing that June 13 was only 2 weeks from this evenings meeting it was confirmed by the board members that the next regular board meeting will be rescheduled to Wednesday, June 20 at 6:00PM.

J. Gens informed the board that she would like to hold an open house and art exhibit event at the community room in the near future and inquired about what the appropriate process is to follow in doing such.

F. Pheeny informed her to notify T. Dowd with the date and time, as well as being sure all residents are informed about it.

S. Daby informed the board that there is a need for the addition of package delivery boxes. She stated that large packages get left out in the open as they are not able to fit in the small mailboxes. She feels this is not safe, especially since most deliveries contain medication.

F. Pheeny stated she will make this a priority item and contact the post office to work on getting several installed.

J. Turner spoke up informing the board she had a few requests. She stated that several things have been stolen from the community room. The vacuum

cleaner was stolen last year. While maintenance does vacuum the space routinely, they don't do it every week.

F. Pheeny will note that some tenants want a vacuum cleaner for the community room in order to vacuum it more frequently.

A tenant stated that they couldn't find any board contact information.

F. Pheeny stated that information is listed on the website. The only email address provided is Commissioner Allen's as she is the Chair.

Commissioner Allen encouraged the tenants to email her with any questions, inquiries or concerns.

7. Adjournment

There being no additional business, Commissioner Levitch moved and Commissioner Grunberg seconded a motion to adjourn the regular meeting at 5:30 PM. *The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, June 20, 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, May 23, 2018 5:00 PM

Highland Village community room

ATTENDANCE

Name	Address/Contact Information
NOREEN O'BRIEN	11 A.V., SF.
Sandy Dase	16 A.V., SF.
Judy Turner	12 HV SF.