



SHELBURNE HOUSING AUTHORITY
Regular Meeting
September 12, 2018

Commissioners Present (by Roll Call): N. Grunberg R. Maccini J. Gens

Commissioners Absent: K. Levitch

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

Others present: Highland Village Residents: See attached sign in sheet

1. Call to Order

There being a quorum present, Commissioner Grunberg called the regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 6:00 p.m. located at the Highland Village community room.

2. Actions

Minutes: Commissioner Maccini moved and Commissioner Gens seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on August 8, 2018 as prepared.

Commissioner Gens inquired about the notation in the minutes regarding the signage. She stated she had been inquiring about the signage for the buildings.

T. Dowd explained he was referring to the signage for the kitchen and bath renovation and will provide an update on the building signage later in the meeting.

17-63 Vote 2 in favor; 0 opposed; 1 abstaining

Disposal of SHA Furniture: Commissioner Maccini moved and Commissioner Gens seconded a motion to authorize the Executive Director, to dispose of the piano per the SHA procurement policy.

F. Pheeny explained to the board that before any removal, purchase or donation of any furniture is to take place for SHA, there are specific guidelines to follow, specifically any of the above mentioned must be brought to the board for their vote. She further explained that all items on SHA property need to be documented on the asset list and general ledger.

F. Pheeny stated that she couldn't find anyone who wanted the piano, so T. Dowd will be taking it to the transfer station on Wednesday, September 19, 2018.

17-64 Vote 3 in favor; 0 opposed; 0 abstaining

Development of the SHA website with Northern Logics: Commissioner Gens moved and Commissioner Maccini seconded a motion to authorize the Executive Director, as contracting officer, to enter into an agreement by and between Northern Logics, LLC and Shelburne Housing Authority, as an independent contractor for the specific purpose of designing a World Wide Website for the SHA Website.

F. Pheeny informed the board that there is some language currently written in the contract that she's not comfortable with and she will present the contract to the HRA attorney for his suggestions. She also stated that Northern Logics, LLC is aware that the contract will not be signed until the changes are made to the contract language.

F. Pheeny informed the board that they are 1 out of the 3 vendors who showed interest in working with the Agency on updating the websites and they are located in Springfield, MA. She stated they will also provide some training to staff that have access to add information to the website.

Commissioner Gens inquired as to whether or not the board would have access to the content or have collaboration regarding the content.

F. Pheeny stated that Northern Logics, LLC is building the platform. Once that is completed, then content from the current website will be transferred to the new site and then at that time the board will have the opportunity to offer their input regarding what content should be added and/or revised.

Commissioner Maccini clarified if the money for the website was from DHCD and Commissioner Grunberg inquired as to who would host the website.

F. Pheeny clarified the money was from DHCD and that Northern Logics; LLC would host the site on their server with remove back up.

17-65 Vote 3 in favor; 0 opposed; 0 abstaining

Non Smoking Policy: Commissioner Maccini moved and Commissioner Gens seconded a motion to approve the revised Non-Smoking Policy and Lease Addendum of the Shelburne Housing Authority originally adopted July 1, 2011.

F. Pheeny stated the changes that were made were to the Non-Smoking Lease Addendum. She removed the notation "within a fifty-foot perimeter around the building(s)" under #3- Non-smoking property.

F. Pheeny informed the board that since the Non-Smoking Policy has been enforced since 2011 smoking tenants will no longer be given a year to make the transition to either stop smoking or find an alternate place to live. All current tenants have signed their lease and need to follow this policy.

F. Pheeny informed the board that if the addendum is approved, the T. Dowd will be sure that Non-Smoking signs are posted in all areas of the buildings. She stated that the addendum still needs to be submitted to DHCD for their review believes that they will approve the addendum as the changes have been made under the direction of SHA Attorney J. Liebel.

She stated that the Non-Smoking Lease Addendum will be reviewed with residents when they lease up and when they need to do recertification.

Commissioner Gens along with a few residents inquired as to the use of the property benches for smoking and visitors smoking.

F. Pheeny clarified that there is no smoking on the property. SHA owns the benches and they are on SHA property so there should be no smoking on them. She also clarified that it is the residents responsibility to inform their guests that it is a non-smoking property. She stated as she had in previous meetings that should a resident see someone smoking on the property they are to inform the property manager and then the property manager will speak with the resident who is violating their lease.

T. Dowd stated he will post non-smoking signs on the bench that is placed at the property line to inform residents that there shouldn't be any smoking in that area either.

Commissioner Grunberg suggested finding the plot plan for Highland Village would help with providing established property lines for the tenants who do smoke so they know where the boundaries are.

17-66 Vote 3 in favor; 0 opposed; 0 abstaining

Kitchen and Bath Renovation Project Update: T. Dowd provided the board with the following information in regards to the kitchen and bath renovation project.

He stated the notice to proceed was signed on September 11, 2018 and soon 30 day notices will be given to residents to move. He clarified that the plan is to still have the 3 empty units will be the first ones to be renovated.

There will be a dumpster placed in the visitor's parking lot along with an 8x20 ft. storage unit for tools. Five visitor parking spots will be designated for the contractors to park in. A dumpster will also be placed at the far end of the sidewalk on the grass outside B & C building, however there will be boards placed under the dumpster to protect the grass.

Contractor's hours will be from 7:30am-4pm.

Before any plumbing work is to start individual shut off valves will be installed in each unit and all bathtub drains need to be looked at to determine if they are left or right drains. He stated he will place notices on resident's doors before this work starts. He also stated that during the renovation process there will be times when the water and electricity will be turned off for a period of time.

T. Dowd ended his update with informing the board that the start of the project should begin the 1st or 2nd week of October.

3. Other Business

Town of Shelburne Police Meeting: Commissioner Gens informed the board that Chief Greg Bardwell of the Shelburne Falls Police Department was a guest on Monday, September 10, 2018 at the Friends of Highland Village Meeting.

Commissioner Gens stated that the seminar went very well and was a good start to assist residents with steps in how to work together as allies and how to alleviate complaints.

She stated that Chief Bardwell informed the tenants that the police department receives complaints from Highland Village Residents approximately once a month.

Commissioner Gens also inquired as to the appropriate steps in which to follow in order to process a complaint.

T. Dowds explained that the concerned resident should speak directly with the property manager. He stated that if the complaint is to be an official complaint, it needs to be so in writing. He said that at times, residents often come and express a complaint to him in order to vent, but don't want it to be noted as an official complaint.

MASSNAHRO July, August, September 2018 Newsletter:

No discussion.

Board Member Contact Information

Commissioner Grunberg has already provided J. Carey with his new email address

4. Staff Reports: T. Dowd reviewed the Property Management Report for August 2018 noting that there are 42 leased units out of the 46 units at Highland Village. Three are still being kept vacant to be used as temporary housing during the kitchen and bath rehabilitation.

He stated that 11 out of 22 work orders have been completed as of 8/30/18 noting that 9 of those work orders came in on 8/31/18.

He informed the board that construction should begin soon as the contract is being signed by Inglewood Construction. Once he has a schedule regarding the construction, he will share that information with the residents.

5. Other business not reasonably anticipated 48 hours in advance

6. Public Comment

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

The following concerns/observations/questions were presented to the board on behalf of the attending tenants:

1. When will the gutters be cleaned?
2. Five designated fire lanes around Highland Village are faded beyond recognition.
3. The handicapped parking sign has been removed and is missing.
4. Can there be additional handicapped parking areas?
5. Parking lot lights appear to be on 24/7
6. Front door sign
7. Start date of rehab project
8. Mailboxes
9. Signage

T. Dowd stated the gutters will be cleaned this fall once the leaves have completely fallen from the trees. He will check the timer on the parking lot lights to ensure they're working correctly as the lights should only come on in the evening. There isn't a start date for the rehab project yet.

T. Dowd stated that he has spoken with the post master twice regarding the installation of the new mailboxes and is hopefully these will be installed soon. He also stated that he is in the process of working with the signage company for the building signage.

F. Pheeny stated that once the construction of the rehab project is completed she will have the fire lane, and probably some of the parking spaces, repainted. She has also asked T. Dowd to look into the missing handicapped sign and in order to add more handicapped parking spaces; a survey will need to be completed by all residents which would then be presented to the board for

approval. She stated in regards to the front door sign, the previous property manager stated the entire door would need to be replaced in order to no longer have the sign there, but she will confirm whether or not that is accurate information.

7. Adjournment

There being no additional business, Commissioner Maccini moved and Commissioner Gens seconded a motion to adjourn the regular meeting at 7:03PM. *The next annual and regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, October 10, 2018 in the Highland Village community room, Highland Avenue, Shelburne, MA.*

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Frances Pheeny", is written over the typed name.

Frances Pheeny
Secretary ex officio

SHELBURNE HOUSING AUTHORITY

Regular Meeting of the Board of Commissioners

Wednesday, September 12, 2018 6:00 PM

Highland Village community room

ATTENDANCE

Name (please print)	Address/Contact Information (please print)
NOREEN O'BRIEN	11 HV, SF, MA
Denny O'ARK	HV SFMA