



SHELBURNE HOUSING AUTHORITY
Highland Village • Shelburne Falls, MA 01370
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SHELBURNE HOUSING AUTHORITY
Regular Meeting
January 8, 2020

Commissioners Present (by Roll Call):

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

Commissioners Absent: K. Levitch

Staff Present: G. Govoni, W. Brierley-Bowers, P. Parmakian

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

1. Call to Order

There being a quorum present, Commissioner Payne called the Regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 5:43 p.m. located at the Highland Village community room. G. Govoni arrived at 5:45pm.

2. Actions

Minutes: Commissioner Grunberg moved and Commissioner Payne seconded a motion to approve the Minutes for the November regular meeting.

17-112 Vote 4 in favor; 0 opposed; 0 abstaining

Approve the 2020 Meeting Schedule: Commissioner Grunberg moved and commissioner Maccini seconded to approve the 2020 Meeting Schedule.

17-113 Vote 4 in favor; 0 opposed; 0 abstaining

Highland Village Address: Commissioner Grunberg moved and Commissioner Flaccus seconded the motion to review the meeting that occurred in regards to the addresses for the site. Commissioner Grunberg met with Herb Dyget to discuss the current address set up. It was decided that the issue lay in

communication and lack of signage. The official address for the Highland village office is 0 Highland Village, Shelburne Falls MA. It was requested that the resident addresses are change to Unit # Highland Village, Shelburne Falls, MA.

A discussion was held in regards to the phone jack in the office. A landline is to be procured for use in the Office.

Lease: G.Govoni explained the Lease is a standardized form the DHDC uses and adds unclear addendums for various leases. Before the Lease could be amended the proper addendums needed to be procured and reviewed.

Handbook: G.Govoni began the discussion of the Handbook changes with a request for opinions on what should be included. Commissioner Payne requested a removable contact page for residents to place on their walls. The page is to include important phone numbers, for example the Senior Center, Maintenance line, Emergency services, Property Management ect. The addresses for the Village should also be included in this page and a number to call with complaints.

Commissioner Maccini requested that the opening of the Handbook be edited to reflect a welcoming atmosphere, as well as, include more definitive language in regards to the Smoking policy. For example, what counts as smoking?

Commissioner Payne began a discussion in regards to the unfinished work orders for maintenance. Residents have voiced concerns regarding work orders being ignored or incomplete. P.Parmakian explained that the work orders may not have been reaching our system despite being sent in both writing and through calls. Commissioner Maccini requested that all maintenance requests be sent in via phone call only, no writing.

The Gardening policy was discussed due to its absence in recent years. Specifics regarding ownership of gardening space are to be discussed further. It was confirmed however that the property managers have the authority to give and take land plots especially if there is a health or safety issue.

The removal of security deposits was discussed. P.Parmakian explained the reason the county removed security deposits was they were not equitable nor were they covering the costs of any future repairs to the apartments. In the future, Security Deposits will not be required and any damage to an apartment

beyond normal wear and tear will be the responsibility of that resident to pay to have fixed.

The Abandoned Items policy was discussed. Commissioner Flaccus inquired as to the length of time a family is allowed to retrieve items that belonged to their deceased love one. G.Govoni explained that the as long as the resident has paid rent for the month the family has 15 days from the end of the month to retrieve the items.

Commissioner Flaccus asked about parking policies. Beyond visitor parking and fire lane there is no assigned parking for tenants. A resident asked about smaller parking spaces for Bikes and Motorcycles. Commissioner Maccini suggested this to be discussed further at a later date.

The Board determined to discuss the Pet Policy and washing schedule at the February meeting.

Staff Report: P.Parmakian presented the Staff Report for the month of December. The current count of Vacancies was 4 at the time of the meeting. By 3pm the next day the count will be 2. P.Parmakian is positive that the vacancies may be to 0 by the February meeting.

Commissioner Maccini requested a meet and greet with the residents and the Property management to which P.Parmakian agreed.

3. Adjournment

There being no additional business, Commissioner Grunberg moved and Commissioner Maccini seconded a motion to adjourn the annual meeting at 7:07PM. The next regular meeting of the SHA Board of Commissioners will be held February 12, 2020.

Respectfully submitted,



Gina Govoni
Secretary ex officio