



SHELBURNE HOUSING AUTHORITY
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SHELBURNE HOUSING AUTHORITY
Regular & Annual Plan Meeting
July 8, 2020

Commissioners Present via Zoom (by roll call):

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

Commissioners Absent: None

Staff Present: G. Govoni P. Parmakian J. Carey L. Cornish
 H. Mackay

Please Note:

The SHA July board meeting was scheduled to begin at 4:30 p.m. Several factors impeded the meeting resulting in a 35 minutes delay.

The first being that Commissioner Levitch had connectivity issues and was unable to access sound for the first 30 minutes. He received communication via phone from Commissioner Maccini as to how to troubleshoot this issue. All communication continued with Commissioner Levitch via Commissioner Maccini by phone. This issue didn't get resolved until we changed to a new platform as described next.

Secondly an additional Zoom meeting was to take place at 5:00 p.m. using the same Zoom connectivity method. Executive Director, G. Govoni, informed all Commissioners and public attendees verbally about this conflict. She suggested that the meeting be moved to a different platform (GoToMeeting). All Commissioners, attending HRA staff and the attending public consented to this change. Commissioner Levitch was informed via Commissioner Maccini.

Executive Administrative Assistant, J. Carey, obtained the new platform information for GoToMeeting and forwarded it to all SHA Commissioners, attending HRA staff and Executive Director, G. Govoni.

Executive Director, G. Govoni, then provided the connectivity information verbally and in writing via the Zoom chat option. She repeated this information to ensure everyone

Equal Housing Opportunity



in attendance was ready. Once it was confirmed that everyone in attendance had the new platform information, the meeting ended via Zoom and convened via GoToMeeting.

Executive Administrative Assistant, J. Carey, also forwarded the GoToMeeting information to the HRA Staff Person that was holding a meeting via Zoom at 5:00 p.m. This was to ensure that anyone using the original Zoom information to attend the SHA Board Meeting would be re-directed to the new platform.

The Annual Plan portion of the meeting officially convened at 5:06 p.m. once it was confirmed Commissioner Levitch's sound was functional and that all those in attendance from the Zoom platform were present at the GoToMeeting platform.

The meeting began with the review of the FY2021 Annual Plan as it was posted to begin at 5:00 p.m., and the board meeting commenced afterward.

SHA FY2021 Annual Plan: The plan will be tabled for vote until the August regular board meeting, at which time the plan will reflect the correction with the funding error.

Discussion:

G. Govoni noted that aggregate funding from a community development block grant in the amount of \$750,000 is showing in error as funding that has been awarded, which is incorrect. Communications with DHCD have been occurring since May to have this error removed and unfortunately it has not yet been done. The remaining information is correct.

H. Mackay provided an overview explaining that FISH projects are projects funded by both CDBG and DHCD funds. RCAT is utilized to assist with building a capital plan and determining priorities. He explained that CapHub is the software used that assigns a FISH number to the project. Funds left over from a project go back in a pool for future projects. A FISH number by the project means it's a project that has been approved. The items that don't have a FISH number are future projects which are not yet funded.

H. Mackay reviewed the numerous FISH projects, highlighting a few that have been funded such as line painting, tree removal and Phase II of the kitchen and bath project (design only).

Because there were no bidders for the line painting, we will now choose a contractor to do the painting.

The tree removal project will result in removing tree's from Building A as their falling branches are hazardous to residents who use walkers and wheelchairs, as well as the roofs.

The Kitchen & Bath's project is CDBG funding. The town is allowing SHA to use extra funds towards phase II of this project for design work regarding kitchens.

Commissioner Flaccus requested that the Phase II Kitchen & Bath project documents be sent to her and all of the SHA Commissioners.

A question was posed regarding a concern with the lighting upgrades and addition lighting pointing into units.

H. Mackay replied that it's an update to existing lights that will now be using LED lights and he will ensure that they don't point to anyone's unit. Once the funds are received then the impact can be evaluated.

L. Cornish reported on the operating budget section of the plan, stating that it's the same budget that the Board reviewed fall of 2019. The operating budget is what has been submitted to DHCD and in which they approved. SHA was given a 10% increase in subsidy which is positive for this year's budget. Also exemptions in the amount of \$9,200 and \$5,000 were given. The first part of the year reflects many empty units. Currently there are only 2 empty units. There's also been a reduction in materials and supplies as the first phase of the Kitchen & Bath project has been completed. While this positive news, the approved budget continues to show excess expenses over revenue that are coming out of SHA reserves. This could cause a problem with next year's budget as DHCD has minimum operating reserve requirements.

G. Govoni noted that the PMR Findings show a corrective action. This was due to staff being unaware of how to properly enter TAR data into HAFIS. The PM department corrected the issue in early 2020 by entering 6 quarters of data.

She summarized that the Rent Collection Policy and Procurement Policy were all approved by the Board in June. The HRA Internal Control Manual includes the Capitalization Policy. The Grievance Policy is to be reviewed at this evening's meeting if there is time.

The deadline for approval of the Annual Plan is August 30, so there is time for it to be reviewed and approved at the August 12 meeting and submitted to DHCD.

Pre-Submitted Questions:

One pre-submitted question was received that inquired as to why there were three line items below the monthly maintenance- deferred maintenance. \$10K each for painting. One is unit #0 and two are for unit #16. This doesn't make sense to me. Please help me understand \$20k estimated to paint a residential apartment.

H. Mackay addressed this question in his review of the Preventative Maintenance Chart noting that \$30,000 is requested to paint the entire building. It appears on the spread sheet that it will cost \$10,000 to paint one unit. This is not a correct reflection. The chart only shows a summary of preventative maintenance jobs, and that a tenant requested that the unit be painted. It is misleading that it shows it will cost \$10,000 to do so.

Call to Order

There being a quorum present, Commissioner Levitch moved and Commissioner Payne seconded a motion to call the Regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 6:06 p.m. which was held via GoToMeeting.

The Board welcomes newest Commissioner Roger Bowen Weld.

1. Actions

Minutes: Commissioner Flaccus moved and Commissioner Payne seconded a motion to approve the minutes of the June 10, 2020 regular meeting as prepared.

17-126 Vote 5 in favor; 0 opposed; 0 abstaining

SHA Grievance Policy: Commissioner Maccini moved and Commissioner Levitch seconded a motion to approve the Shelburne Housing Authority Grievance Policy as presented.

Commissioner Flaccus noted that one sentence is grammatically incorrect. The Board approved her suggested grammatical change.

She also stated that she is much more pleased with this version of the Policy as it is user friendly and outlines the steps for resident's should they need to file a grievance.

17-127 Vote 5 in favor; 0 opposed; 0 abstaining

Regional Legal Services Program for State-Aided Housing Programs Participation

Agreement: Commissioner Levitch moved and Commissioner Flaccus seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to enter into an agreement between the Regional Legal Services Program (the "Program") and Shelburne Housing Authority to engage with pre-qualified legal service practitioners (the "Attorney(s)") for legal assistance with regard to the day-to-day operations of the HA, as well as to obtain specialized legal counsel and training on legal topics, acknowledging the terms and conditions of the Program and adherence to such terms as a condition for receipt of state funding which shall be used exclusively for Program purposes.

G. Govoni explained that this is an authorization to continue doing business with SHA's current lawyer, Attorney John Liebel. He's been the SHA attorney for many years and is very responsive, resourceful and helpful. This agreement allows us to work directly with Atty. Liebel, rather than through DHCD.

DHCD has also included in this packet money budgeted for board trainings. She requested that if any members would like to take a training to let her know.

17-128 Vote 5 in favor; 0 opposed; 0 abstaining

Executive Director Contract: Commissioner Levitch moved and Commissioner Payne seconded a motion to approve changes to the calculation methodology in the existing Executive Director Contract between the SHA Board of Commissioners and Gina Govoni, as presented.

G. Govoni reported that the presented contract is her existing contract which notes an amendment. There was an error in the Executive Director Salary Fee in the original contract which has now been corrected. This increase in the salary fee from the SHA management fee does not change her salary.

17-129 Vote 5 in favor; 0 opposed; 0 abstaining

Shelburne CFA 5001 Amendment #9-FY2022 Formula Funding Award and FY 2020 Health & Safety Initiative Award: Commissioner Maccini moved and Commissioner Levitch seconded a motion to authorize Susan Flaccus, SHA Board Commissioner Chair, to execute contract Amendment #9 to **CFA 5001** in the amount of **\$47,257.00** which funds #268013 FY 2023 Formula Funding Award of **\$37,257.00** and #268038 FY2020 Health and Safety Initiative of **\$10,000**. The amendment also extends the contract dates of service from June 30, 2022 to June 30, 2023.

No discussion.

17-130 Vote 5 in favor; 0 opposed; 0 abstaining

3. Staff Report

G. Govoni provided the following updates:

1. The Shelburne Housing Authority's address and phone number has been corrected through Google.
2. Building signage is posted. Commissioner Weld asks that property management be informed that the letter C on Building C is upside down.
3. The parking lot project, vestibule, line painting and tree removal have been delayed due to COVID.

4. Documents for informational purposes sent via email:

- PHN 2020-22-Quarterly Operating Statement for Local Housing Authorities
- DHCD Notice-Lease ups in c.667 during COVID-19
- DHCD Go To Meeting Participant Guide

- PHN 2020-23-Phase I & II Reopening Guidance
- PHN 2020-24-Design and Funding Guidelines for Adapting LHA Office Spaces for Social Distancing and Indoor Air Quality
- Testing in Senior Housing FAQs
- May/June 202 MassNAHRO Newsletter

5. Other business not reasonably anticipated 48 hours in advance:

None

6. Documents Used:

- June 8, 2020 Regular Meeting Minutes
- Property Management Report
- Executive Director Contract Calculation Worksheet
- Shelburne 5001 Formula funding Amendments
- SHA Grievance Policy and Procedures
- Regional Legal Services Program for State-Aided Housing Programs Participation Agreement
- SHA FY2021 Annual Plan

7. Resident and Public Participation:

8. Adjournment

There being no additional business, Commissioner Levitch moved and Commissioner Weld seconded a motion to adjourn the regular meeting at 6:28 PM. The next regular meeting of the SHA Board of Commissioners is scheduled for August 12, 2020 via Zoom.

Respectfully submitted,



Gina Govoni
Secretary ex officio