



SHELBURNE HOUSING AUTHORITY
Highland Village • Shelburne Falls, MA 01370
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SHELBURNE HOUSING AUTHORITY
Regular Meeting
June 10, 2020

Commissioners Present via GoToMeeting (by roll call):

N. Grunberg S. Flaccus M. Payne

Commissioners Absent: K. Levitch R. Maccini

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

1. Call to Order

There being a quorum present, Commissioner Flaccus moved and Commissioner Payne seconded a motion to call the Regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 4:39 p.m. which was held via GoToMeeting.

2. Actions

Minutes: Commissioner Flaccus moved and Commissioner Payne seconded a motion to approve the minutes of the May 13, 2020 regular meeting as amended.

Amendment is to be made under the COVID 19 Response Discussion to reflect that there was an inquiry regarding having a phone in the office, not in the Community Room.

17-121 Vote 3 in favor; 0 opposed; 0 abstaining

Equal Housing Opportunity



Review 3/31/20 Quarterly Financials:

L. Cornish reported that this is the adjusted budget. There are not a lot of variances. Vacancies have improved. The amount for electricity is a little high. Money will be reimbursed from the Fish #268028 bathroom project.

L. Cornish closed by stating that SHA is close to budget with their quarterly financials.

Phase II Kitchen and Bath Design Discussion:

In order to move forward with the design phase and ensure CDBG eligibility there are 2 items that required a vote. Due to the late nature in receiving these documents, they will be reviewed under "business not reasonably anticipated 48 hours in advance" section of this meeting.

Once the documents are approved, next steps will be to schedule a public information session. A copy of the plans will be distributed to each resident.

SHA Rent Collection Policy: Commissioner Flaccus moved and Commissioner Grunberg seconded a motion to approve the Shelburne Housing Authority Rent Collection Policy as prepared.

G. Govoni reported that the 3 policies presented are the core policies that weren't in place and are required for the DHCD Annual Plan. The Non – Smoking and Animal Policies will be reviewed at a later date.

G. Govoni stated that the rent collection policy was reviewed by Attorney J. Liebel for accuracy. A change in the policy is regarding accepting cash payments for rent. While this is not the preference, there is now an established process for collecting such payments noted in this document. Additional information within the policy is specific to late rent payments, bounced check fees and ACH-incurred fees.

17-122 Vote 3 in favor; 0 abstaining; 0 opposed

SHA Grievance Policy: The Board determined to table this policy and revisit it at the July board meeting, allowing time for further review. The Board felt that as the policy currently reads it meets the grievance requirements of the housing authority. It is lacking in information specific to residents grievance rights and filing process.

SHA Procurement Policy: Commissioner Flaccus moved and Commissioner Grunberg seconded a motion to approve the Shelburne Housing Authority Procurement Policy as presented.

G. Govoni reported that HRA has had a procurement policy for years and it is followed. There were some recent changes made to the policy. The first being the Chief Procurement Officer being that of the Director of Finance, appointed June 1, 2020. The second change is to the Delegation section; letter D, which notes that the delegate may also include DHCD's Regional Capital Assistance Team (RCAT). An agreement of services was signed with RCAT in 2019.

17-123 Vote 3 in favor; 0 abstaining; 0 opposed

3. Staff Report

Signage:

P. Parmakian reported that 12" x 12" reflective signs have been ordered. Each sign will list which units are located in each building. This will better assist visitors, EMT's, PCA's with finding residents. A larger sign project will need to be considered a capital project down the road, due to it being so costly.

Parking lot painting and fire lane painting:

Two companies were scheduled to come out to give an estimate on the painting, but didn't show up. This is possibly due to COVID-19.

Commissioner Flaccus commended P. Parmakian for doing a wonderful job under such challenging circumstances.

4. Ongoing Concerns:

a. Office phone update:

There are 2 phone lines coming into the property which are not active. Should an emergency occur in the Community Room, there is a cell phone provided with large written instructions on how to utilize it. The only other lines active are for the fire alarm. Verizon will need to be contacted as they will need to identify where the lines are coming in from the poles. This can't happen until COVID-19 restrictions are lifted.

b. Non-Smoking Policy:

The addendum was reviewed and approved by the Board at the May meeting. Due to the large amount of content to be reviewed at this

meeting, the Non-Smoking Policy will be on either the July or August agenda.

5. No updates at this time:

- a) Bad debt
- b) Review SHA Bylaws
- c) Discuss and approve website links to be added to SHA website
- d) Information binder for community room

6. Documents for Informational Purposes:

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

Addendum #4 to the SubGrantee Agreement the Town of Shelburne and Shelburne Housing Authority for the Housing Modernization Project, Highland Village Kitchen & Bathroom Improvements: Commissioner Grunberg moved and Commissioner Payne seconded a motion to approve the performance period extended to September 30, 2020 in order to allow for the completion of the Kitchen Design Project.

17-124 Vote 3 in favor; 0 abstaining; 0 opposed

Bradley Architects, Inc. for Shelburne Falls Housing Authority - Highland Village – Kitchen Renovation (46 Units)-First Invoice: Commissioner Grunberg moved and Commissioner Payne seconded a motion to approve the first invoice of \$10,500.00 for the existing conditions and schematic design.

17-125 Vote 3 in favor; 0 abstaining; 0 opposed

8. Resident and Public Participation:

One resident reported that Google shows a phone number and incorrect address when a search for Shelburne Housing Authority is entered. P. Parmakian and J.Carey will look into getting this fixed.

9. Adjournment

There being no additional business, Commissioner Flaccus moved and Commissioner Grunberg seconded a motion to adjourn the regular meeting at 5:55 PM. The next regular meeting of the SHA Board of Commissioners is scheduled for July 8, 2020 via Zoom.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gina Govoni".

Gina Govoni
Secretary ex officio