



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
October 9, 2019

Commissioners Present (by Roll Call):

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

Commissioners Absent: K. Levitch

Staff Present: G. Govoni J. Carey

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

1. Call to Order

There being a quorum present, Commissioner Flaccus called the regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 6:15 p.m. located at the Highland Village community room.

2. Actions

Minutes: Commissioner Grunberg moved and Commissioner Maccini seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on September 11, 2019 as amended.

There are inaccurate vote numbers noted on some of the motions. J. Carey will Correct.

17- 104 Vote 4 in favor; 0 opposed; 0 abstaining

Discussion Senior Center Expansion Project:

Commissioner Flaccus reported that she's received inquiries from the Town regarding a portion of the Highland Village property, specifically the land next to the Cowell gym, being considered as a possible area to expand the senior center.

It was determined that the amount of land owned by Highland Village will not be large enough for this expansion. It was also recognized that if there was agreement to utilize this land, it would need to be an act of legislation to approve it.

Commissioner Flaccus stated that this land was being considered as Highland Village may have the highest population of seniors in the village.

She emphasized that there's not a great push for this particular sight, but thought it important to make the Board aware of this. There's nothing to be done unless the Expansion Committee approaches the Board and HRA with a proposal.

Certificate of Final Completion & Pay Req.#8-FISH#-268028-Shelburne Kitchen and Bath: Commissioner Maccini move and Commissioner Grunberg seconded a motion to authorize, Executive Director, Gina Govoni, as contracting officer, to accept the Certificate of Final Completion Contract for Kitchen and Bath Upgrade in which the Date of Substantial Completion is August 29, 2019, the Original Contract Sum is \$574,494.53 with the adjusted contract sum being \$631,670.53 and the sum of authorized payments to date being \$600,087.00 that the application for payment No. 8 is due & payable in the amount of \$31,583.53.

No discussion.

17-105 Vote 4 in favor; 0 opposed; 0 abstaining

3. Staff Reports:

G. Govoni reported that the report is a modified version of the one presented to the Board last month. She noted that the average vacancy for September was 15%. Out of the 46 units, 39 of them are leased. The total number of routine work orders for September was 34. All 34 were completed within an average completion time of 2.16 days.

She also advised that the SHA snow blower needs to be replaced as it failed working last year and was temporarily replaced with a snow blower from an HRA property.

4. Other Business

The Board reviewed the list of SHA follow up items. Starting in November, J. Carey will provide this list on the agenda under "Other Business."

There was a brief discussion concerning parking spaces. A question was posed as to whether or not it would make sense to have assigned spaces. While this would work for some of the residents, those who don't own cars would have parking spaces designated to them that would never be used. Suggestions presented were having parking stickers to post in the cars and/or a parking card. The concern with the parking card is that some residents would give their card to a family member.

Commissioner Flaccus emphasized that there are no assigned parking spaces. If residents are being told of such, they need to be encouraged to communicate this to management and put it in writing for documentation purposes.

5. Documents for Informational Purposes

- PHN 2019-21-Local Housing Authority Executive Director Salary and Qualifications Schedule.
- PHN 2019-22-FY2020 Local Housing Authority Budget Guidelines.
- PHN 2019-22-Addendum #1 Clarification: 3% Administrative Salary Limit no Applicable to LHA Re-Organization.
- Public hearing on the 2020-2021 Draft Qualified Allocation Plan for the Low Income Housing Tax Credit.
- MassNAHRO NEWS-September/ October 2019 Newsletter

6. Other business not reasonably anticipated 48 hours in advance

7. Resident and Public Participation

A resident requested carpet cleaning for the Community Room. She was advised to inform management and put this request in writing as a work order.

Commissioner Payne expressed praise and gratitude for the work and attention management is giving to Highland Village and its residents.

A resident requested follow up on the Pet Policy and Smoking Policy as they are not being adhered to. There aren't any postings for where the property of Highland Village ends.

G. Govoni stated that the posting of property lines will be included with as part of the signage project.

A concern was posed regarding the misuse of the dumpsters by outside town members dumping their trash in them, and of at least one incident of a homeless person sleeping in it.

G. Govoni stated she will discuss this concern with H. Mackay.

A suggestion was posed regarding purchasing cameras for outside of the buildings to use as documenting possible vandalism of vehicles and bullying of residents. It was suggested as a possibility to do a fundraiser to obtain them.

G. Govoni stated there needs to be more research done on the types of cameras that would be needed, cost, determine time frame of filming, etc. J. Carey will add this to the "Other Business" list.

A resident suggested that it may be a good time to connect residents with an outside source to for support regarding policies, for example, harassment. Is there a policy regarding what is considered to be harassment? Is there a form to fill out regarding harassment and complaints, etc.

G. Govoni suggested checking out MassNAHRO's website as they may have resources for residents, or the Mass Public Housing Tenants organization in Boston.

Commissioner Maccini reported that tenant associations work well with management. Management enforces the lease and the tenant association works directly with the tenants. It would be ideal if the property manager could work with the residents for form an association. Trust needs to be built between residents and managers.

8. Documents Used:

- Minutes of the Regular meeting held September 11, 2019.
- Minutes of the Regular meeting held July 10, 2019 as amended.
- DHCD FISH No. 268028 Certificate of Final Completion and Application and Certificate for Payment.

- Property Management Report for September 2019.
- SHA Follow Up Items List
- PHN 2019-21
- PHN 2019-22
- PHN 2019-22-Addendum #1
- Public Hearing on the 2020-2021 Memorandum.
- MassNAHRO September/October 2019 Newsletter.
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7. Adjournment

There being no additional business, Commissioner Maccini moved and Commissioner Grunberg seconded a motion to adjourn the regular meeting at 7:26PM. *The next annual and regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for October 9, 2019 in the Highland Village Community Room, Highland Village, Shelburne, MA.*

Respectfully submitted,



Gina Govoni
Secretary ex officio

SHELburnE HOUSING AUTHORITY

Regular Meeting of the Board of Commissioners
Wednesday, October 9, 2019 6:00 PM
Highland Village Community Room

ATTENDANCE

Name (please print)	Address/Contact Information (please print)
GUSAN GILLAN	31 HV
Sandra Daby	16 HV
ROGER WELD	38 HV
Penny Clark	18 HV
Barbara Hoffman	1 HV