



**SHELBURNE HOUSING AUTHORITY**  
Highland Village • Shelburne Falls, MA 01370  
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**SHELBURNE HOUSING AUTHORITY**  
**Annual 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, L. Cornish

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

**1. Call to Order**

There being a quorum present, Commissioner Flaccus called the annual meeting of the Shelburne Housing Authority Board of Commissioners to order at 5:32 p.m. located at the Highland Village community room.

**2. Actions**

**Annual Budget:** Commissioner Payne moved and Commissioner Grunberg seconded a motion to approve the SHA annual operating budget for FY2020 showing total revenue of \$293,763 and total expenses of \$295,898 thereby requesting a subsidy of \$112,315.

L. Cornish reviewed the proposed operating budget for State-Aided housing stating that this is the format that DHCD request to be provided to them. There isn't any reporting that compares year to year. She reported that there was a 10% increase in overall ANUEL. In addition DHCD approved exemptions direct reimbursement \$200 per unit extraordinary maintenance in the amount of \$9,200 and a technology grant of \$5,000. There was a big increase in utilities this year, in part due to the work associated with the kitchen and bath renovation. Utilities get 100% subsidized. These increases in the Anuel and extra exemptions will help offset the increase in management fee for 2020 as discussed last month.

There were many units vacant due to the renovation project, however, now that that's completed, for revenue it's projected in 2020 that only 2 units will be vacant on average. L. Cornish continued stating that DHCD has a rule that when a budget is presented it needs to show that the cash and reserves will be at least 35% of the expenses. If less than this, approval is needed in writing from DHCD. This is a budget rule, not a rule based on the actuals presented during the year. Twenty-two percent is the minimal budget guideline. The 4<sup>th</sup> quarter numbers will give us more accurate information. SHA is close to the 35% and due to the negative Budget net income, if nothing else changes, will have less than 35%, when the 2021 Budget is created. There are no ramifications to having less than 35% during the year; this is only a budget stop gap.

She advised the Board that the 2019 actuals have to be completed by the end of November. There will most likely need to be a special meeting to review them.

17-101 Vote 4 in favor; 0 opposed; 0 abstaining

**Nomination and Election of Officers:** Commissioner Payne moved and Commissioner Maccini seconded a motion to nominate and elect the slate of officers for FY2020 as follows:

Chair: Susan Flaccus

Vice Chair: Rita Maccini

No discussion.

17-102 Vote 4 in favor; 0 opposed; 0 abstaining

**Annual Report:** Commissioner Flaccus moved and Commissioner Maccini seconded a motion to accept and approve for submission to the Town of Shelburne and other interested parties the 2019 Annual Report of the Shelburne Housing Authority as amended to include a thank you to the HRA and a notice as to when the financials will be finalized and available.

The Board agreed that while the annual report provided a review of pertinent information summarizing the programmatic aspects that occurred throughout the year, they would also like to see some information added to next year's annual report.

A suggestion was for the Board to provide a mid-year summary that includes information of what was completed mid-year and goal for completion of items by the end of the year. This could possibly be submitted at the time when the Town of Shelburne posts their town summary.

It was proposed that the budget be included in the annual report.

L. Cornish agreed, however by having the annual meeting in October, this doesn't coincide with the annual budget as those numbers aren't completed until the end of June. Moving the annual meeting to coincide with the annual budget would allow for this information to be available.

Commissioner Payne proposed that the Board consider additions to the annual report to include a thank you and that the final financial figures will be forthcoming as of July 2020.

17-103 Vote 4 in favor; 0 opposed; 0 abstaining

### **3. Adjournment**

There being no additional business, Commissioner Maccini moved and Commissioner Payne seconded a motion to adjourn the annual meeting at 6:13PM. The next annual meeting of the SHA Board of Commissioners will be held October 2020.

Respectfully submitted,



Gina Govoni  
Secretary ex officio

**SHELBURNE HOUSING AUTHORITY**

Annual Meeting of the Board of Commissioners  
Wednesday, October 9, 2019 5:30 PM  
Highland Village Community Room

**ATTENDANCE**

<b>Name (please print)</b>	<b>Address/Contact Information (please print)</b>
Penny Clark	18 HV
Barbara Hoffman	1 HV
Sandra Daby	16 HV
Susan Wilson	31 HV