



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
June 20, 2018

Commissioners Present (by Roll Call): N. Grunberg, L. Allen, R. Maccini, J. Gens

Commissioners Absent: K. Levitch

Staff Present: F. Pheeny, J. Carey, T. Dowd

Others present: See attached sign in sheet

1. Call to Order

There being a quorum present, Commissioner L. Allen called the regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 5:00 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 May 23, 2018 as prepared.

No discussion

17-49 Vote 3 in favor; 1 opposed; 0 abstaining

Review of the Shelburne AUP Report for FY17: F. Pheeny explained that the AUP (Agreed Upon Procedures) report is for review, not for them to vote on. She went on to explain that the report is a result of the 2014 legislation requiring all housing authorities receive an AUP audit, with this being the first year it being implemented. The AUP is a report on procedures, not financials.

F. Pheeny reviewed the report in its entirety with the board, noting that the exceptions under "H. Annual Rent Calculation and Compliance" were issues before T. Dowd began working at HRA as Property Management Director.

Approve bid package submitted by Bradley architects, inc. for CDBG Kitchen & Bath: Commissioner Maccini moved and Commissioner Grunberg seconded a motion to authorize the Executive Director, as contracting officer, to approve the bid package submitted by the project designer, Bradley Architects, Inc. for DHCD Fish # 268028 approved construction budget five hundred forty nine thousand one hundred eighty two dollars (\$549,182.00) for the scope of work CDBG Kitchen & Bath project.

T. Dowd stated that the project has been put out for re-bid as the original bids were so expensive. He stated the project has been revised due to the cost. The change is with the kitchen renovations. Originally it was thought the kitchens would be renovated in their entirety. Funding now only allows for either the renovating of the kitchen sink or kitchen counter.

T. Dowd went on to clarify that there is no change regarding the bathroom renovations. The bathrooms will be completely renovated. He stated that he's waiting on the commitment from DHCD to fund the removal of asbestos which will allow the renovations to include the bathroom, kitchen sink and counters. As stated previously if that funding isn't received, then there will only be an option of renovating the kitchen sink or counter.

A few of the tenants inquired as to having their kitchen backsplashes renovated and also inquired as to the steps that will be followed if mold is found in their bathrooms during the renovation.

T. Dowds explained that the kitchen backsplashes can be repaired after the kitchen renovations and that the bathrooms will all be completely gutted and have new walls, floors, showers, sinks and toilets.

T. Dowd also informed the board that the current vacant units will be renovated first so they can be used to house residents as their own personal units are being done. This will alleviate any resident needing to be housed off of the property. He also stated that it may be possible that PODS may not be needed for storing furniture, etc. as the bathrooms may be able to be taped off containing the dust from the renovations, and with fewer items to be packed up in the kitchen since it won't be renovated in its entirety.

17-50 Vote 4 in favor; 0 opposed; 0 abstaining

cigarettes, but also of marijuana and E-Cigarettes, as well as get his thoughts on removing the mention of the "fifty-foot perimeter around the building."

17-52 Vote 4 in favor; 0 opposed; 0 abstaining

Approve the annual renewal of GSFABA membership for a renewal price of \$130.00 a year: Commissioner Maccini moved and Commissioner Grunberg seconded a motion to approve the annual renewal of the GSFABA (Greater Shelburne Falls Area Business Association) membership for a renewal price of \$130.00 per year.

F. Pheeny explained to the board that SHA has been members of this for many years and she wanted to present it to the board to see if they wanted to continue being members.

17-53 Vote 4 in favor; 0 opposed; 0 abstaining

3. Other Business

Board Member Contact Information

No updates

NAHRO June 2018 Newsletter: F. Pheeny referred to the newsletter in the board packet for review at the convenience of the members.

USPS Mailboxes: F. Pheeny informed the board that she and T. Dowd have reviewed mailboxes for large packages. The one to be purchased will need to be on a stand and will be anchored to the floor. Originally it was thought one could be installed into the wall, under the current mailboxes, but it was determined it won't work. She also stated that once the mailbox has arrived and is ready for use, notices will be given to all residents regarding how it works and the directions about the use of the key.

4. Staff Reports

T. Dowd presented informed the board that there are presently 6 vacant units. The three units that will be used for the rehab project are 7, 17 and 47. He stated that he will fill the other 3 vacant units.

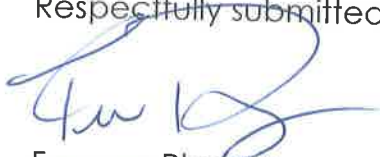
Several tenants agreed that the signage is not clear nor are they all correctly marked.

F. Pheeny stated that she will contact someone from Hale's signs to work on this project. Once this is established, she will bring some proposals for the board.

7. Adjournment

There being no additional business, Commissioner Grunberg moved and Commissioner Gens seconded a motion to adjourn the regular meeting at 6:18 PM. *The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, July 11, 2018 in the Highland Village community room, Highland Avenue, Shelburne, MA.*

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Frances Pheeny', with a large, stylized flourish extending to the right.

Frances Pheeny
Secretary ex officio

SHELBURNE HOUSING AUTHORITY

Regular Meeting of the Board of Commissioners

Wednesday, June 20, 2018 5:00 PM

Highland Village community room

ATTENDANCE

Name	Address/Contact Information
Sandy Ruby	16 HV ✓
Maureen O'Brien	11 HV ✓
Judy Turner	12 HV
George Washington	31 HV