



SHELBURNE HOUSING AUTHORITY
1 Highland Village • Shelburne Falls, MA 01370
Executive Office: 241 Millers Falls Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

SHELBURNE HOUSING AUTHORITY
Regular Meeting
July 11, 2018

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

Commissioners Absent: None

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

Others present: Town of Shelburne Selectmen A. Baker, R. Manners
Highland Village Residents: 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

Shelburne Board of Selectmen: A. Baker and R. Manners arrived at 5:51PM, after the meeting began. The minutes of their visit is documented below.

Minutes: Commissioner Levitch moved and Commissioner Grunberg seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on June 20, 2018 as prepared.

No discussion

17-54 Vote 5 in favor; 0 opposed; 0 abstaining

Management Services Agreement: Commissioner Maccini moved and Commissioner Levitch seconded a motion to table the voting of the Management Services Agreement to Wednesday, July 18, 2018 at 6:00p.m. in order to allow all Commissioners time to review and discuss the agreement.

F. Pheeny informed the board that this is a basic agreement approved by DHCD and required for Local Housing Authorities. It is an agreement that explains the role in which the Management Agent (Franklin County Regional Housing & Redevelopment Authority) provides assistance to the carry out of the day-to-day operations of the Owner (Shelburne Housing Authority).

F. Pheeny stated that if the board approves the Agreement, then it can be voted on this evening. If the board doesn't approve the Agreement as it is written, then a meeting can be scheduled again during the month of July. However, it needs to be submitted to DHCD by the end of July.

Commissioner Jens inquired as to the possibility of the Commissioner's meeting in order to participate in reviewing the document.

F. Pheeny stated that is allowed and that the requirement to do so is to inform her of the meeting date and time as soon as possible, as it needs to be posted 48 hours in advance.

F. Pheeny also stated that whatever language the board comes up with will be submitted to DHCD for their opinion and if determined, any necessary changes.

After some discussion between the Commissioners it was unanimously agreed upon to table the motion to allow for further review and discussion of the agreement to be continued on Wednesday, July 18, 2018 at 6:00p.m.

17-55 Vote 5 in favor; 0 opposed; 0 abstaining

Purchase of a John Deere Tractor: F. Pheeny informed the board that this topic was on the agenda for discussion. She stated that the current tractor is over 22 years old and as presented in the packet, is no longer working due to catastrophic engine failure.

She stated it would cost approximately \$3,000.00 to repair it and would cost approximately \$6,000.00 for a new one. She stated that at next months (August) board meeting the board will be presented with several options of vendors in which to purchase a tractor from.

Commissioner Gens asked if there could be a mulching blade on the tractor.

T. Dowd informed the board that he'll look into seeing what that option would cost and put it in the request.

Commissioner Maccini suggested getting a quote from Labelle.

F. Pheeny stated that other tractor brands will be looked in to, however John Deere is the brand the Agency has for all of the other landscaping equipment.

Office Functions: Commissioner Gens began by addressing T. Dowd and stating that with all of the changes in Property Management and the rehabilitation project, she commends him for his diligence with being on site. She then went on to review the email she had sent to the board regarding office functions.

Commissioner Gens began by addressing the broken office phone and answering machine which have been inaccessible for approximately a year and questioned what the cost was to have those items still connected while unusable.

She also went on to request that due to the changing of different property managers on site, there should be the discontinued use of contacting them on their "personal" cell phones for maintenance issues and/or questions.

F. Pheeny began by addressing the office phone and answering machine. She stated that she is unsure how the office phone number ever got published. That phone was dedicated as the fire alarm number. The phone was, to her knowledge, never installed with the intention of it being used for residents to contact the property managers or the Agency.

F. Pheeny went on to clarify that every HRA Property Manager gets a phone provided to them from the Agency. They are not to be using their personal cell phones for work. She stressed that if there is a need to contact the property manager, all residents need to be calling the Agency's main number of 413-863-9781 and follow the prompts that will connect them to the person they need to speak with. She further stated that if there's an issue after hours, the Agency has an answering service that answers the phones and will contact maintenance directly with the call details.

Commissioner Gens requested that tenants are provided with a list of current phone numbers and addresses and to also have this information posted on the office bulletin board, office door and on each resident's door.

Commissioner Maccini suggested that a flyer go out to all residents with all current information and also suggested that it goes into the packets of those newly moving in.

Commissioner Grunberg suggested that having the contact numbers should be a permanent fixture in each unit.

Commissioner Gens inquired as to whether or not there's a way in which work orders can be submitted so the system is accurately tracked for completion purposes and accountability.

T. Dowd informed the board that he needs to submit his work orders to DHCD and can also provide this information as part of his monthly management report.

Commissioner Gens stated that the form letters still have the old information on them.

T. Dowd stated he revised them himself, but maybe one had been overlooked and he will review this again to ensure that the old information is completely removed and updated.

Commissioner Maccini stated that regarding the work orders, there may be currently some open work orders due to the cutoff date in which the information needs to be submitted to DHCD.

Commissioner Gens inquired as to why the paper work orders are no longer used.

F. Pheeny stated that everything is going digital. Maintenance is able to receive work orders digitally as they are out working at other properties.

Commissioner Gens inquired as to how work orders are generated.

T. Dowd explained that the work order is called into him or maintenance. He then informs maintenance to being the work, then documents in writing the work to be done.

Resident Noreen asked if a memo could be sent to all tenants regarding the process of maintenance work orders.

T. Dowd stated that next Tuesday he will post how work orders are completed.

Resident Judy asked if she now needs to write a letter requesting maintenance work.

T. Dowd reassured her to continue doing what she is currently does. He reiterated to call him directly or call the Agency main office number.

F. Pheeny suggested that as part of T. Dowd's August staff report he will provide an update on the Office Functions.

Commissioner Maccini asked how the property manager search was proceeding.

T. Dowd stated he has 4 more candidates to interview.

3. Other Business

Public Housing Notice 2018-10-CHAMP Rollout in Concert with Blanket Waiver to 760 CMR 5.00: F. Pheeny informed the board that T. Dowd and H. Rheault will be attending this workshop next week provided by DHCD to train LHA employee's on the new state-wide public housing application and centralized waitlist system. She stated our current wait list will be submitted to DHCD to incorporate into the centralized one.

Board Member Contact Information

No updates

4. Staff Reports

T. Dowd presented his report and reviewed that originally there were 42 out of the 46 units filled, but as of the beginning of July one became vacant so now there are 41 units out of 46 filled. He stated that he sent the appropriate letters of interest to prospective residents and will interview them on 7/17/18.

T. Dowd also went on to say that three of the units are being kept as vacant on purpose to be used as temporary housing during the kitchen and bath rehabilitation.

He provided an updated on the rehabilitation project stating it's been moved back into July of 2018 due to the need to re-bid as originally the bids were initially too high. As stated last month, the projects is being paired back to fit the budget and is out to bid for the revised scope. The bids from Inglewood Builders have been accepted.

He closed with saying that he held a meeting with residents on 6/22/18 to update them on the rehabilitation plan and the FY19 Capital Improvement Plan for the DHCD soliciting resident input.

He informed the board that he has books and drawings in the office about the project should residents want to view them. He also mentioned that until the Selectmen meet sign the project addendum, a start date for the project can't be determined.

5. Public Comment

Tenants are provided at each meeting with a sign-up sheet for public comment, in which they document their name and the topic for discussion.

Resident N. O'Brien inquired as to why the lawn can't be cut weekly. She was wondering if it was money related and if so, why can't there be a request for more money. She also inquired as to who owns the John Deere Tractor.

F. Pheeny stated that she will contact DHCD to ask subsidy and additional reserves to pay for the new mower. She also stated that the new mower is being purchased for Shelburne and will only be utilized at Highland Village.

T. Dowd explained that generally mowing is scheduled for all properties to occur 26 out of 29 weeks. Inclement weather needs to be factored in. Sometimes it's just not possible to get lawns mowed once a week.

He went on to say that currently another mower is being transported to Highland Village to cut the lawn. Once there is a purchase made to replace the broken John Deere tractor, and then it will be possible to mow more often.

Resident N. O'Brien questioned why other properties appear to matter more than Highland Village.

F. Pheeny explained that the Agency is allowed to manage for a number of hours within the budget. There are parameters that need to be followed. The State is funding the property.

Resident J. Turner questioned if anything has been brought forward regarding the non-smoking policy.

F. Pheeny explained that she is waiting for the attorney to contact her regarding the changes in the wording and the inclusion of banning e-cigarettes.

Commissioner Gens reported that the sign person was on site a few days ago. She also inquired as where things were at with the purchase of the large package mailboxes.

F. Pheeny stated that the mailboxes should arrive between July 11 and July 18 and then maintenance will install it.

Resident J. Turner inquired as to an update regarding the vacuum cleaner they had requested to be purchased at last month's meeting.

F. Pheeny stated that we'll have an update for next month regarding the purchase of the vacuum cleaner.

Resident J. Turner also stated that the current dumpsters are broken; trash falls out of them and new one's are needed.

T. Dowd said that he's been speaking with the company about the condition of the dumpsters and the need for new ones. He will continue to follow up on this.

F. Pheeny also stated that we are under contract with the current dumpster vendor and once we're done with the contract we will be seeking other dumpster services.

Shelburne Board of Selectmen: R. Manners began by addressing the board and the attending tenants of Highland Village, stating that he and A. Baker are present this evening concerning the CDBG grant, process for communication for tenants and relocation in moving them. He stated he wanted to be sure the steps are clear for the tenants.

He went on to state that A. Baker has invited the board members many times to their meetings and each invitation was turned down and declined.

R. Manners stated that pending the results of the conversation will determine whether or not they will approve the amended contract for the extension of the CDBG funding for the kitchen and bath project.

Board Chair, Commissioner Allen informed the selectmen that the most recent email invitation the board members received from them was received by the board on a Friday evening. She stated that was not sufficient notice which resulted in none of the board members being able to attend.

She went on to say that the board was under legal advisement from the Agency lawyer to not attend such meetings as it could be in conflict with the Open Meeting Law.

A. Baker stated that he advises the board to rely less on their lawyer and to rely more on collegial behavior. He went on to say that he's come a second time to the SHA Board Meetings and he hopes the members take that as a good faith gesture. He stated he is here to represent that.

Commissioner Grunberg stated that his feeling, as a commissioner, is that while Commissioners try and stay abreast of what management is doing, management is the one understanding the whole operation. He stated that T. Dowd does a great job of explaining what is going to happen. He went on to say that we (the commissioners) are here to oversee the overall financial workings of management.

A. Baker replied that in many cases boards rely on their professional staff. He stated that it's the commissioner's job to oversee the management.

A. Baker stated that he was here tonight to ask if the communication improved with this project. He stated that once they hand the financial reigns over to your staff to implement, we want to be reassured the communication is going well.

Commissioner Gens stated that there have been a lot of developments since they last attended the board meeting. She informed the selectmen that she is a new tenant commissioner. The public comment piece has been added to the agenda. She stated that the tenants have been working cooperatively with the management team and Friends of Highland Village is a great support run by Margaret Payne.

Commissioner Gens went on to say that her personal goal as a commissioner is to see all of us have harmonious communication. Agree to disagree. She stated

that she thinks people will agree that the public comment section is working well. She ended by saying T. Dowd has been really communicating with the residents, even though many residents don't want to know the details. A lot of good things have resolved here.

T. Dowd was asked to present the materials, scope of project to the Board of Selectmen. He also informed them that there is information on the website regarding the project.

A. Baker confirmed that it was posted on the Shelburne Housing Authority website.

T. Dowd informed A. Baker that the information has been posted on the SHA website since February 2018. He also stated that this project is 3 years old and once the amendment isn't being upheld by the selectmen and commissioners, then he can obtain a start date of the project.

A. Baker inquired as to what the process is regarding keeping residents informed once the project gets underway.

T. Dowd explained that they would be given a 30 day notification. He has already done individual interviews with each tenant.

A. Baker asked T. Dowd if he was comfortable with those who have limitations have been well informed.

T. Dowd replied that he has met with every resident individually.

Resident N. O'Brien stated that there are no questions that things have vastly changed since the February 14, 2018 meeting. She stated a lot of the stress is when the rehabilitation keeps changing. She stated that she thinks people needing help with packing is a big concern. She also asked if some of the photos regarding the tub could be available for residents to view.

Resident J. Turner asked if there would be anyone from HRA supervising the crews coming in.

T. Dowd stated that there will be a general contractor, along with himself. All proposals have to be bonded and insured.

Resident N. O'Brien asked Selectmen A. Baker if he was satisfied with how things appear to be going.

R. Manners addressed the board and attending Highland Village tenants that their primary mission was to see that the residents were all set. He stated that working in a vacuum is very dangerous. He stated that they work successfully with other boards.

R. Manners stated that to their delight it seems that things have changed. He made mention that a simple acceptance of an invitation regardless of what an attorney says is what we do in towns. We want to be sure our residents have a voice.

Commissioner Maccini stated that the board wanted to be sure they were following the Open Meeting Law.

R. Manners invited the commissioners to their next Open Meeting Law forum.

A. Baker stated that the Open Meeting Law shouldn't be used as shutting down, but to open things up. The purpose is to bring dialogue to the public.

Selectmen A. Baker moved and Selectmen R. Manners seconded a motion to authorize the amended contract for the extension of the CDBG funding for the kitchen and bath project thru June 30, 2019.

Board of Selectmen R. Manners and A. Baker departed the meeting at 6:35PM.

6. Other business not reasonably anticipated 48 hours in advance

Commission Allen informed the board that she will be resigning from the board as she no longer will be a resident of Shelburne Falls. She stated she will be notifying DHCD of her resignation.

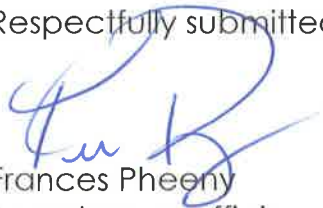
F. Pheeny stated that Commissioner N. Grunberg is now the Chair until a Governor Appointed Commissioner is assigned.

7. Adjournment

There being no additional business, Commissioner Levitch moved and Commissioner Grunberg seconded a motion to adjourn the regular meeting at

6:42 PM. *The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, August 8, 2018 in the Highland Village community room, Highland Avenue, Shelburne, MA.*

Respectfully submitted,



Frances Pheeny
Secretary ex officio

SHELBURNE HOUSING AUTHORITY

Regular Meeting of the Board of Commissioners

Wednesday, July 11, 2018 5:00 PM

Highland Village community room

ATTENDANCE

| Name (please print) | Address/Contact Information (please print) |
|--------------------------------|---|
| NORREN O'BRIEN | 11 H.V., SF, MA 01370 |
| JUDY WOOD | 43 H.V., SF, MA 01370 |
| JUNE PILKINGHAM | 24 HV, SF, MA 01370 |
| BARBARA HOFFMAN | 1 HV, SF, MA 01370 |
| Sandy Doby | 16 HV, SF ma 01370 |
| Judy Turner | 12 HF " " |
| | |
| | |
| | |
| | |
| | |
| | |
| | |