



SHELBURNE HOUSING AUTHORITY
1 Highland Village • Shelburne Falls, MA 01370
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SHELBURNE HOUSING AUTHORITY
Regular Meeting
August 8, 2018

Commissioners Present (by Roll Call): N. Grunberg K. Levitch J. Gens

Commissioners Absent: R. Maccini

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

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

1. Call to Order

There being a quorum present, Commissioner Grunberg called the regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 6:01 p.m. located at the Highland Village community room.

2. Actions

Minutes: Commissioner Levitch moved and Commissioner Gens seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on July 11, 2018 as amended.

Commissioner Gens informed the board that her surname was misspelled a few times throughout the draft of the July minutes and asked that J. Carey be sure it is spelled correctly in the future.

17-57 Vote 3 in favor; 0 opposed; 0 abstaining

Non-Smoking Policy: Commissioner Levitch moved and Commissioner Gens seconded a motion to table the Non-Smoking Lease Policy until it is DHCD attorney approved.

F. Pheeny explained that while the Non-Smoking Policy was noted as an action item on the agenda it will only be a discussion item as the revisions to the Agency policy has yet to be approved by DHCD. She stated that in 2014 a

policy was issued by DHCD with a recommendation that changes to it can be done so through addendums. DHCD still feels strongly that there should be a primary policy along with a lease addendum.

Commissioner Levitch asked if tenants signing new leases have the 2011 Non-Smoking Policy.

F. Pheeny confirmed that they do.

Commissioner Gens inquired as there being mention in the policy that it states that there's no smoking allowed within 50 feet of the property.

F. Pheeny confirmed that is what is currently in place.

Commissioner Levitch clarified that there is an enforceable policy which is the 2011 policy.

F. Pheeny confirmed that is correct.

Commissioner Levitch stated that some tenants are saying they never received the Non-Smoking Policy.

F. Pheeny explained that it's still the policy, so it can't be ignored and needs to be followed.

Commissioner Grunberg asked if the new lease addendum will replace the policy.

F. Pheeny explained that tenants sign the lease, not the policy. The lease has the expectations clearly written and property managers review it with each tenant. The property managers along with the tenant sign the lease. All addendums have to follow the state (DHCD) regulations.

Commissioner Levitch stated that what is important is that the Non-Smoking Policy is being enforced.

T. Dowd stated that property management is enforcing the policy. There are procedures that are followed, such as going to the tenant who is not following the policy, writing them up, etc. He further stated currently housing authorities have the right to amend their policy to have designated smoking areas or have

them as non-smoking. However, implementing the state non-smoking policy will mean there is no smoking anywhere on the premises.

Commissioner Gens asked if there is anything that can be done when there's a concern about smelling 2nd hand smoke.

T. Dowd stated again that there are procedures followed and incidents documented.

F. Pheeny stated that if a situation results in having to go to court, then the documented incidents will provide stronger evidence of the policy not being adhered to.

Commissioner Gens inquired as to what happens if someone is smoking in their apartment.

F. Pheeny stated that we have a right to enter the apartment. If we can't work with the tenant to rectify the problem, then it's a long process. Terminating someone's tenancy is the last option. She stated that while we have a strong policy currently, taking the steps to change it needs to be correct and in step with DHCD counsel.

F. Pheeny asked the board to table this item and revisit it at next month's board meeting so she can obtain the correct steps from DHCD for the Non-Smoking policy. The board will also be asked to approve the language put into the policy that will then be put into the lease.

17-58 Vote 3 in favor; 0 opposed; 0 abstaining

Update on the procurement for a SHA website: F. Pheeny informed the board that the problem with the current website is the platform it's built from, as it's old.

She stated that steps are being taken to find the right software to replace it, as well as, finding a consultant to work on building the new site. The new software needs to be compatible with all of our firewalls to prevent breaking and crashing of the site, which happened in the past. The new site also needs to be interactive and user friendly.

She stated that HRA's I.T specialist has spoken with several state approved vendors, as is procedure, and none of them were interested in taking on the job.

Commissioner Gens inquired as to why the vendors don't want to assist with the website?

F. Pheeny stated that it's a small website. There's a procurement process we have to follow and presently there aren't any vendors.

Resident N. O'Brien asked why can't Shelburne Housing Authorities website be a part of the Town of Shelburne Website.

F. Pheeny explained that Shelburne Housing Authority is its own entity and it's required to have its own website.

Purchase of a tractor: Commissioner Levitch moved and Commissioner Gens seconded a motion to authorize the purchase of a tractor for the use of the up keeping of the grounds at the SHA owned property of Highland Village, 1 Highland Avenue, Shelburne Falls, MA.

T. Dowd presented the board with copies of 3 quotes from 2 Vendors. He stated that 2 quotes were received from Padula Bros., Inc. and 1 quote was received from Frank LaBelle's Sales & Service Inc.

T. Dowd reviewed each description and quotes with the board. After doing so, his recommendation for purchase should be the John Deere Select Series X580 Tractor with 54 Accel Dep (54A) Mower for the purchase cost of \$6,365.09 which was the less expensive of the other two quotes.

Commissioner Gens inquired if the mower would be able to mulch and bag.

T. Dowd explained that it would mulch the grass, but to add a bag would cost an additional \$2,000.00

17-59 Vote 3 in favor; 0 opposed; 0 abstaining

Public Housing Budget Amendment: Commissioner Levitch moved and Commissioner Gens seconded a motion to approve the proposed Operating Budget for State-Aided housing of the **Shelburne Housing Authority**, Program Number **400-1** for fiscal year ending **9/30/18** is showing a total revenue of **\$260,179** and total expenses of **\$270,179** thereby requesting a subsidy of **\$63,604** be submitted to the Department of housing and Community Development for its review and approval.

L. Cornish, HRA Director of Finance, that the FY18 budget was already approved by the board. She stated that she had the opportunity to make changes to the budget which will be closely reflected to the actual end of year budget due July 2018.

She stated that 2 items were found that needed adjustments. The first is that regarding the June 20 Purchase and Lease, electricity was up about \$6,000 analyzing that will actually increase to approximately \$10,000 by the end of the budget period of July 2018. Also, bad debt for revenue losses is due to rent not being paid and vacated units.

She stated looking at vacates due to unpaid rent is expected to be a loss of about \$2,000. She stated once the actuals are received the board will need to sign off on them. T. Dowd will then choose a collection agency through procurement. Usually agencies get reimbursed 50% and DHCD lets the agency keep the money.

F. Pheeny stated she doesn't see any major changes regarding the FY19 budget, which will be presented at the October annual meeting.

F. Pheeny stated that the Solar Net Metering Company approved by the board in January 2018 was set to go live in May. She informed the board that Eversource has not yet connected the grid to make it live. Eversource is saying it will go live in September and once the grid is live there will be a substantial credit towards the utility bills.

She went on to say that DHCD will allow a percentage for the Agency to keep as reserves for some time, then at some point in time, which has yet to be determined, all of the funding will go back to the state. This is being calculated into next year's projections.

17-60 Vote 3 in favor; 0 opposed; 0 abstaining

Low Bid Approval for Work Plan 268025001: DHCD FISH 268028: Commissioner Levitch moved and Commissioner Gens seconded a motion to authorize the Executive Director, as contracting officer, to award the construction contract to **Inglewood Development Corporation of Longmeadow, MA** the lowest eligible and responsible bidder, in the amount of **\$574,176.00** (Base Bid + alternate 1) for work plan 268025001: DHCD FISH 268028; scope of work CDBG Kitchen & Bath (architect fees only).

F. Pheeny reminded the board that last month there was discussion regarding alternate 1 and 2 of the kitchen and bath project. DHCD only approved alternate 1 which is the complete renovation of the bathrooms in the units, as well as the replacement of the kitchen sink or the kitchen counter. It was deemed too expensive to do a complete renovation of the kitchens due to the amount of asbestos removal that would be needed.

17-61 Vote 3 in favor; 0 opposed; 0 abstaining

Lease Amendment: Commissioner Levitch moved and Commissioner Gens seconded a motion to authorize the Executive Director to execute an amended lease for all of HRA residents in which a minimum charge of \$75.00 will be charged for all after hour lock out calls outside of office hours, which is defined as M-F 4:30PM-7:30AM, weekends and holidays.

F. Pheeny informed the board that the HRA Board of Commissioners recently adopted this policy. She stated that there is a high rate of tenants calling after hours due to locking themselves out.

F. Pheeny went on to explain that maintenance are paid a minimum of 2 hours plus mileage, no matter how quick it is to unlock the unit. She went on to state that tenants locking themselves out has been a long standing and costly problem at all HRA managed properties. Many tenants just rely on maintenance to let them back in, rather than attempting other means.

F. Pheeny emphasized that while the Shelburne Housing Authority is managed by HRA, it's also independent, so it's up to the board as to how and if they want to implement a lock-out policy.

F. Pheeny reassured the board that there are multiple steps to be followed before implementing the policy, such as, the board needs to approve to adopt a policy, DHCD needs to approve the policy, T. Dowd would inform all of the tenants about the policy, and most importantly the lock out policy doesn't go into effect until tenants sign their new lease which at that time they will have the policy reviewed one-on-one.

F. Pheeny also stated that each situation will be independently reviewed. If a lock-out occurs due to an extenuating circumstance, such as a medical condition or an emergency, then there will be consideration given to those situations. She emphasized that goal of such policy is to ensure there's consistency at all properties.

3. Other Business

Property Management Update: T. Dowd informed the board that the large mailbox that will be used to secure packages has been delivered and the postmaster has approved it to be installed in the closet outside the community room. He stated that someone from the post office will come and put a special lock on it which he'll try to have done by this Friday.

Commissioner Gens inquired about the progress with the signage.

T. Dowd explained that there is a huge page about the signage located with the Kitchen and Bath documents.

Commissioner Gens inquired as to if a property manager has been hired.

F. Pheeny stated that a property manager has been hired and her name is Kim LeGrand. She has worked at Life Path for 11 years and through Life Path has worked with some of the HRA employees at other properties.

F. Pheeny stated that K. LeGrand comes to the Agency with great skills and knowledgeable background. She stated that while K. LeGrand is being trained T. Dowd or G. Gagne will continue to be the primary managers at Highland Village.

T. Dowd stated that he will be sure she is introduced to everyone.

Social Bullying Seminar: T. Dowd informed the board that on August 23, 2018 staff will be attending the seminar. He stated that a session will also be held at Highland Village also for the residents to be informed on how to identify bullying and how to deal with bullies, among other skills.

Commissioner Levitch inquired if there is anything about bullying in the lease.

T. Dowd stated that there isn't anything specifically referring to bullying but there is information in the lease that outlines the tenant's obligations to their tenancy which informs them of proper conduct on Housing Authority property as well as no threats, harassment or nuisance. He went on to state that while there is a policy in place, the Agency is willing to employ professional mediation.

Attending tenants expressed their concerns about bullying.

F. Pheeny acknowledged the concerns and informed those in attendance that when a complaint is issued, T. Dowd does an initial investigation, gathers documentation, etc. She emphasized that currently the Agency is obligated to refer to the standard form currently enforced by DHCD where "bullying" falls under the clause of proper conduct and no threats, harassment or nuisance. She stated that it's extremely important that all steps are followed because of the laws around privacy.

F. Pheeny clarified the steps that should be taken should someone feel they are being bullied. She clearly stated that the tenant works with the onsite property manager. The onsite property manager informs their director. If there is a grievance, then the Executive Director (F. Pheeny) is informed and becomes part of the process which then ensures the appropriate next steps are taken.

NERC NAHRO July 2018 Newsletter: Commissioners will review the newsletter at their own convenience.

No discussion.

Board Member Contact Information

No updates

4. Staff Reports

T. Dowd reviewed his report highlighting that there are still 3 vacant units being kept vacant in order to utilize them for housing during the kitchen and bath rehabilitation project. He stated that there are 3 other vacant units, but two were occupied as of August 1, 2018 and he expects the third unit to be occupied also in August.

T. Dowd provided an update with the kitchen and bath rehabilitation project stating that DHCD has accepted only the bath rehabilitation and alternate bid #1 replacement of the kitchen sinks without replacement of the counter tops. He's in the process of getting Inglewood Development Corporation under contract to the start date can be established for the project.

He stated there will be a meeting on Tuesday, August 7, 2018 to provide the tenants with an update regarding the project.

5. Other business not reasonably anticipated 48 hours in advance

Capital Improvement Plan: Commissioner Levitch moved and Commissioner Gens seconded a motion to approve the 5 year Capital Improvement Plan as presented.

T. Dowd reviewed the report highlighting the large amounts for FY19 are for the CDBG kitchen and bath project that will begin soon and after that project is Completed, the stairwell flooring will be repaired. He referenced FY20 projects to consist of replacing the Community Room windows, additional concrete work to be done outside along with the possibility of installing automatic doors throughout the property.

T. Dowd stated that the projected project for FY21-FY23 is the SHA roof replacement.

Commissioner Levitch inquired if the roof replacement would include new gutters.

T. Dowd replied that it could possibly include new gutters.

17-62 Vote 3 in favor; 0 opposed; 0 abstaining

6. Public Comment

Residents 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 made inquiries about several items to clarify whether or not they should be brought to T. Dowd's attention. Her first inquiry was regarding the door lock timer not being activated during the time it should be. Her second inquiry was regarding whether or not the parking lot lights are supposed to be on all day and night.

F. Pheeny also mentioned that a few other incidences that should be directed to the property manager such as if someone is smoking less than 50 ft from the building and if a non-resident is parking in a resident's parking spot.

A resident inquired as to where does SHA stand with guns on the property.

F. Pheeny stated that she would need to do research into the issue.

Resident N. O'Brien asked if that was stated in the lease.

F. Pheeny stated that there is something written in the lease but at that time couldn't recall the exact wording and she will speak with T. Dowd and review the lease.

Resident S. Daby informed the board that no one wants the piano and she stated she was informed she'd have to get permission from the board to have it removed.

F. Pheeny stated that any asset from public housing needs to have a board vote. Once the board deems it permit able to have it removed then we can post it for a fee on Craigslist for a certain amount of days. Disposing it would be costly. She stated that the removal of the piano will be noted as an agenda item for the SHA September Board Meeting.

Resident J. Turner inquired about the benches be put back as they were moved.

F. Pheeny stated she will follow up with T. Dowd regarding the benches.

Resident J. Turner also inquired about the pet policy.

F. Pheeny stated that DHCD lease guidelines must be followed, unless there's a major problem.

Discussion regarding pet upkeep, shots, and 2 pet policy continued. A few residents stated that approximately 12 years ago it was understood that if a resident came to reside with 2 pets, they couldn't replace the pet once one of them expired.

7. Adjournment

There being no additional business, Commissioner Levitch moved and Commissioner Gens seconded a motion to adjourn the regular meeting at 8:07 PM. *The next regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, September 12, 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, August 8, 2018 at 6:00 PM

Highland Village community room

ATTENDANCE

Name (please print)	Address/Contact Information (please print)
NORBBN O'BRIEN	11 H.V., S.F. 01370
SUSAN BILLAN	91 HV
Sandy Daby	16 HV
Jaceth Turner	12 HV
Sandra Hoffman	1 HV

