



SHELBURNE HOUSING AUTHORITY
1 Highland Village • Shelburne Falls, MA 01370
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SHELBURNE HOUSING AUTHORITY
Annual Meeting
November 14, 2018

Commissioners Present (by Roll Call):

N. Grunberg R. Maccini J. Gens S. Flaccus K. Levitch

Commissioners Absent: None

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

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

1. Call to Order

There being a quorum present, Commissioner Grunberg called the annual meeting of the Shelburne Housing Authority Board of Commissioners to order at 6:00 p.m. located at the Highland Village community room.

2. Actions

Annual Budget: Commissioner Levitch moved and Commissioner Maccini seconded a motion to approve the SHA annual operating budget for FY2019 showing total budget of \$250,109.00 with a net loss of \$17,120.00.

Commissioner Grunberg clarified whether or not the budget presented today was the same budget as was presented at the October regular board meeting.

F. Pheeny confirmed that it was.

F. Pheeny began the reviewing the budget by explaining the section on maintenance salaries as that was an area of the budget the Commissioners requested more information about.

She explained that maintenance salary is not based on the number of hours they work at a designated property. It is based on the Department of Labor and

Standard Wage Rate and DHCD requirements that state that 17% of the cost of units is what is paid to maintenance. The budget is reflective of maintenance salaries on a per unit basis.

F. Pheeny explained that there are currently 4 HRA maintenance personnel that cover maintenance needs for 256 units all over Franklin County. Maintenance is not only paid for their on-site work time but also for the time it takes to travel to and from each property. She stated that it takes approximately 45 minutes of travel time from one property to another.

F. Pheeny emphasized that maintenance staff also have an on call schedule which requires them to be available for emergencies after normal business hours which is M-F 4:30PM-7:30AM and 24 hrs. on Saturday and Sunday. When the on-call maintenance staff member is called for an emergency they are paid an on- call rate, as well as for their travel time to and from the property.

T. Dowd clarified that there are general work orders performed by maintenance which are recurrent, for example lawn mowing, as well as work orders generated by residents for specific maintenance needs.

A question was posed asking what happens if there is a remaining balance for maintenance salaries.

F. Pheeny explained that HRA spends in excess of the amount budgeted and again clarifies that the budget is reflective of the amount charged for the number of units not the number of work orders.

Commissioner Gens expressed that she feels half of the budget goes to salaries and benefits and feels there is minimal maintenance presence on site. She makes a request for the specific units in which work orders have been completed.

F. Pheeny informs the board that generating such report would violate tenant's privacy.

A question was posed as to whether or not it's possible to show at the end of the year how much of the projected money was spent.

F. Pheeny replied that every quarter the board gets a budget to actual to approve which is generated by HRA's independent fee acct. As is regulated by DHCD the amount is an allocation set up in the system that can't be changed as it's based on the number of units.

F. Pheeny further explained that federally funded housing authorities get a higher level of funding. HRA is state funded. In FY18 DHCD gave a 10% increase in our subsidy level. This year HRA received a 4% increase. All public subsidies get the same increase.

17-69 Vote 3 in favor; 1 opposed; 1 abstaining

Nomination and Election of Officers: Commissioner Levitch moved and Commissioner Gens seconded a motion to nominate and elect the slate of officers for FY2019 as amended:

Chair: Susan Flaccus

Vice Chair: Rita Maccini

Commissioner Levitch moved to nominate N. Grunberg as Chair of the SHA Board of Commissioners as was originally presented as the slate of officers.

Commissioner Grunberg declined.

The Commissioners discussed the vacant Chair position and unanimously voted on amending the motion and nominating Susan Flaccus as Chair. Commissioner Maccini accepted the motion to continue as Vice Chair.

17-70 Vote 5 in favor; 0 opposed; 0 abstaining

Annual Report: Commissioner Levitch moved and Commissioner Maccini seconded a motion to accept and approve for submission to the Town of Shelburne and other interested parties the 2018 Annual Report of the Shelburne Housing Authority as amended.

Commissioner Gens requested that the Annual Report have an addendum in which it has information added to it regarding resident activities as she feels that there are residents doing a lot of work around the property and for other residents.

The Commissioners discussed the suggested request for the addendum and while the annual report is an annual summary regarding the property management of Highland Village, they agreed to the resident activities to the annual report.

F. Pheeny requested that the information be sent to her by the end of the week so the Annual Report can be amended.

17-71 Vote 5 in favor; 0 opposed; 0 abstaining

3. Adjournment

There being no additional business, Commissioner Maccini moved and Commissioner Gens seconded a motion to adjourn the annual meeting at 6:50PM. The next annual meeting of the SHA Board of Commissioners will be held October 2019.

Respectfully submitted,



Frances Pheeny
Secretary ex officio

SHELBURNE HOUSING AUTHORITY

Regular Meeting of the Board of Commissioners
Wednesday, November 14, 2018 6:00 PM
Highland Village community room

ATTENDANCE

Name (please print)	Address/Contact Information (please print)
Sandy	16 HV
Betty B.	29 HV,
Penny C	18 HV
Barbara	1 HV
SINGAW b. U. A. C.	31 HV
Horeen Loomis	11 HV