



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

Commissioners Present (by Roll Call):

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

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 Flaccus called the regular meeting of the Shelburne Housing Authority Board of Commissioners to order at 6:50 p.m. located at the Highland Village community room.

2. Actions

Minutes: Commissioner Maccini moved and Commissioner Levitch seconded a motion to approve the minutes of the regular meeting of the SHA Board of Commissioners held on October 10, 2018 as prepared.

No Discussion

17-72 Vote 4 in favor; 0 opposed; 1 abstaining

Clarification of property boundaries for smokers:

T. Dowd re-clarified for the Board of Commissioners that Highland Village is 100% a Non-Smoking property. He emphasized that residents who are smokers are to leave the property to smoke. He reiterated that should a resident smoke on the property, they will be in violation of their lease which will result in repercussions.

F. Pheeny reminded the Board that Highland Village has been a non-smoking property since 2011 and until recently there was an addendum to the lease allowing residents who smoked to do so as long as they were 50 feet off of the property.

She stated that just recently the Board voted to remove the wording of "50 feet" from the lease addendum. She expressed that it will take time to work with residents who smoke to ensure that they are abiding by the revised non-smoking policy. There are specific procedures that need to be followed. She reminded the Board that any residents who see someone smoking on the property are to inform Property Management and Property Management will speak with that individual.

A question was posed about having property lines visible so those who smoke will know whether or not they are on the property.

T. Dowd and F. Pheeny explained that there isn't a way of defining the exact property lines unless the property is re-surveyed.

Commissioner Levitch stated that he will go to the registry of deeds and look up what Highland Village property lines are and report back to the Board at the December meeting.

Renovation Update:

T. Dowd explained that it was discovered that the drains from the bathroom units on the second floor aren't up to code. He stated he needed to get a change order request to DHCD in order to get the correct 2" drains that are needed.

He stated that renovations on the initial 3 vacant units will begin on November 26, 2018. He and K. Legrand will notify tenants personally, as well as, send out certified notices.

Building Signage and postal boxes update:

T. Dowd informed the board that he will be meeting with Mr. Hale from Hale Custom Signs next week, as their previous meeting was canceled due to Mr. Hale being ill.

Mileage Reimbursement for Board Members: Commissioner Levitch moved and Commissioner Maccini seconded a motion to approve mileage reimbursement for Board members attending trainings at the rate allowed by DHCD of \$0.45 a mile.

F. Pheeny informed the board that this is a new request from an SHA Board Member. She stated that should the board approve the motion then it would be reflective of a policy change. She confirmed that the rate is set by DHCD.

17-73 Vote 5 in favor; 0 opposed; 0 abstaining

Cancel Cable Bulk Services:

F. Pheeny recommended to the Board that this item will be tabled until the December board meeting as that month will offer more of an opportunity to discuss this item in more detail.

Rubbish Services Contract with Republic Services: Commissioner Levitch moved and Commissioner Gens seconded a motion to table the voting of this item to occur at the December meeting as a piece of the contract was not included in the packet for the Commissioners to review.

F. Pheeny informed the board that the rubbish services request was put out to bid and two bids were received. Republic Services quoted a charge of half the cost compared to the other bidder.

17-74 Vote 5 in favor; 0 opposed; 0 abstaining

DHCD Project No. 268028-Change Order #1: Commissioner Grunberg moved and Commissioner Maccini seconded a motion to approve DHCD Project No. 268028-Highland Village Kitchen & Baths Upgrade-Change Order #1 by and between Bradley Architects, Inc. and Highland Village, 1 Highland Ave., Shelburne Falls, MA 01370, which contains an accounting of additional costs for modifying the existing drainage system to accept new 2-inch drain outlets for the shower enclosures for a Cost of Change per Unit= \$1,581.36 X 16 Units which will increase the Contract Sum by \$25,301.76 as the original contract documents did not include this additional work which was discovered during a water leak on site after removing the gypsum wallboard ceiling finish.

Commissioner Flaccus asked if the Change Order will impact the time

frame of the renovations.

T. Dowd reported that it will not have an impact on the time frame of the project.

17-75 Vote 5 in favor; 0 opposed; 0 abstaining

Meeting Schedule for 2019: Commissioner Levitch moved and Commissioner Gens seconded a motion to approve the schedule of proposed dates for regular meeting of the SHA Board of Commissioners for 2019 as prepared.

No Discussion

17-76 Vote 5 in favor; 0 opposed; 0 abstaining

3. Other Business

Public Housing Notice 2018-20: Clarification Regarding Agreed Upon Procedures (AUP) Program and Requirement to Change CPA Firm After 5 Years:

F. Pheeny provided a brief overview stating that this is a notice from DHCD stating that after the 5th consecutive year that a CPA firm has performed an AUP, the LHA must change firms for at least one year.

Board Member Contact Information

No Changes

4. Staff Reports:

T. Dowd reviewed the Property Management Report for October stating that it was an unusually busy month for work orders. He stated 29 work orders were generated with 9 of them being done so at the end of the month.

He provided a brief update regarding there being 5 vacant units, with 4 units being kept vacant purposefully as part of the renovation process. This increase

of an additional unit has been approved in order to assist with the time lost during the bidding and re-bidding of the renovation project.

A letter has gone out to prospective residents in order to fill the 5th vacant unit. F. Pheeny reported to the Board that there was a question brought to her attention regarding a possible lawsuit. She reassured the Board that there isn't any pending lawsuit against SHA and had there been one, the Board would have been informed and convened into Executive Session.

5. Other business not reasonably anticipated 48 hours in advance

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.

The following concerns/observations/questions were presented to the board by the attending tenants:

1. Laundry problems
2. Cleaning of gutters
3. Smoking in apartments
4. Pet Deposits
5. Update on solar power services agreement
6. Update on SHA website
7. Photos of showers to be installed

F. Pheeny will speak with the vendor who supplies the washer and dryer units for Highland Village and get information about the possibility of adding additional dryers or a stackable dryer.

T. Dowd confirmed that the gutters have had the first round of cleaning, however with the increase of leaves falling will check to see if a second round needs to be done.

F. Pheeny informed the residents that anyone observed smoking on the property needs to be reported to the Property Manager and they will then investigate the situation and address the resident who is breaking the non-smoking policy.

T. Dowd stated that there is not a policy in which a resident who has a pet has to pay a pet deposit. He will look into this further as it appeared this has happened many years ago.

F. Pheeny reported that the solar power agreement is signed between the service provider, SHA and DHCD. All of the panels are located in Pittsfield and are ready to be connected to the Eversource grid. Eversource has yet to connect to panels to their grid. It is up to the vendor for work this out with Eversource.

J. Carey informed the residents that there is continued progress with updating the SHA website. She has a conference call scheduled with Northern Logics to discuss the changes made and what changes still need to be made to the site.

T. Dowd will be holding a meeting at Highland Village tomorrow, Thursday, November 15, 2018 and will provide residents with floor samples and a photo of the new shower to be installed.

Commissioner Gens provided the Board with documentation gathered from the residents regarding questions, comments and concerns for the Board to review.

7. Adjournment

There being no additional business, Commissioner Maccini moved and Commissioner Grunberg seconded a motion to adjourn the regular meeting at 8:05PM. *The next annual and regular meeting of the Shelburne Housing Authority Board of Commissioners is scheduled for Wednesday, December 12, 2018 in the Highland Village community room, Highland Avenue, Shelburne, MA.*

Respectfully submitted,



Frances Pheeny
Secretary ex officio