

MINUTES OF A REGULAR MEETING  
- OPEN SESSION -  
OF THE SPRINGFIELD HOUSING AUTHORITY  
HELD ON FEBRUARY 21, 2012

The members of the Springfield Housing Authority met in Open Session at the Conference Room of the Springfield Housing Authority at 18 Saab Court, Springfield, Massachusetts at 4:30 PM on February 21, 2012.

A copy of the Notice of Meeting, pursuant to Section 23B of Chapter 39 of the Massachusetts General Laws, as amended, with the Certificate as to Service of the Notice, was ordered spread upon the minutes of the meeting and filed for records.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a Regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, February 21, 2012 in the Conference Room of the Springfield Housing Authority at 18 Saab Court, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY  
/s/William H. Abrashkin, Executive Director  
February 16, 2012

CERTIFICATE AS TO SERVICE OF THE NOTICE OF MEETING

I, William H. Abrashkin, the duly appointed and qualified Secretary of the Springfield Housing Authority, do hereby certify that on February 16, 2012 I filed in the manner provided by Section 23B, Chapter 39 of the Massachusetts General Laws, as amended, with the Clerk of the City of Springfield, Massachusetts, a Notice of Meeting of which the foregoing is a true and correct copy.

Attest:

*William H. Abrashkin*  
2012

William H. Abrashkin/Executive Director/  
Secretary to the Board

Chairman Babcock called the meeting to order at 4:34 PM, and those present upon roll call were as follows:

PRESENT

Timothy Babcock  
Raymond Warren  
Eugenia Choiniere  
Willie Thomas

ABSENT

ALSO PRESENT

William Abrashkin  
Michael Bailey  
Michelle Booth  
Sean Cahillane  
Joseph D'Ascoli  
Stephen Ethier (arrived at 5:03 PM)  
Kathryn Hardy  
John Healy  
Mary Ellen Lowney  
Isabel Serrazina  
Pamela Wells

Chairman Babcock opened the meeting by giving a brief history of Reed Village and the streets named therein in honor of military veterans Lionel Benoit, Bertil Hammilorf, and Edmund Wynne.

The Board reviewed materials and a recommendation with regards to installation of an air conditioning system at the Deborah J. Barton Neighborhood Network Center. The air conditioning system will be constructed to cool the offices and classrooms of the center as well as the community room in the same building. Upon a motion made by Commissioner Warren, seconded by Commissioner Choiniere, it was unanimously

VOTED: To award a contract to R.A.C. Builders, Inc. in the amount of \$69,560.00 to install a new air conditioning system at Sullivan Apartments Community Room and Deborah J. Barton Neighborhood Network Center, utilizing funds from the operating budget, and to appoint Executive William H. Abrashkin as the contracting officer authorizing him to execute the contract.

The Board reviewed a certificate of substantial completion for Contract No. 35-C-2011-1-15 with Inglewood Development Corporation for construction of a new storage building at Marble Apartments and renovation of Moxon Apartments community room for office space. Upon a motion made by Commissioner Thomas, seconded by Commissioner Choiniere, it was unanimously

VOTED: To accept the certificate of substantial completion from Inglewood Development Corporation for Contract No. 35-C-2011-1-15, hereby accepting the project effective January 19, 2012.

The Board reviewed a certificate of substantial completion submitted by R.C.I. Roofing, LLP for Contract No. 35-C-2011-2-15 with regards to roof replacements at Pine-Renee Apartments, Central Elderly Apartments, Johnny Appleseed and Morgan Apartments. Upon a motion made by Commissioner Warren, seconded by Commissioner Choiniere, it was unanimously

VOTED: To accept the certificate of substantial completion from R.C.I. Roofing, LLP for Contract No. 35-C-2011-1-15, hereby accepting the project effective January 24, 2012.

John Healy left the Conference Room at 5:03 PM.

The Board reviewed materials and a recommendation regarding the FY2012 income limits for the Massachusetts Rental Voucher Program. Upon a motion made by Commissioner Warren, seconded by Commissioner Thomas, it was unanimously

VOTED: To adopt Resolution No. 9543, whereas the Springfield Housing Authority wishes to adopt the following income limits for the Massachusetts Rental Voucher Program to be effective March 1, 2012.

<b>Number of Household Members</b>	<b>200% of Federally Established Poverty Level Standard for Massachusetts</b>
<b>1</b>	<b>\$ 22,340</b>
<b>2</b>	<b>\$ 30,260</b>
<b>3</b>	<b>\$ 38,180</b>
<b>4</b>	<b>\$ 46,100</b>
<b>5</b>	<b>\$ 54,020</b>
<b>6</b>	<b>\$ 61,940</b>
<b>7</b>	<b>\$ 69,860</b>
<b>8</b>	<b>\$77,780</b>
<b>Over 8</b>	<b>Add \$7,920 for each additional household member</b>

The Board reviewed materials and a recommendation with regards to a grant submission for the Department of Elementary and Secondary Education for additional GED program funding. Ms. Wells informed the Board that there is currently a high demand, including a waitlist, of public housing residents interested in obtaining their GED. She stated that a successful application to

the Department of Education would provide the funding to continue to current level of classes being provided as well as allow for expansion of the program. Upon a motion made by Commissioner Thomas, seconded by Commissioner Choiniere, it was unanimously

VOTED: To authorize that a grant application be submitted to the Massachusetts Department of Elementary and Secondary Education for FY2013 Adult Basic Education Instruction, to include GED programs, and to authorize the executive director to execute required assurances in association with said grant application.

The Board reviewed materials and a recommendation with regards to a grant submission to the City of Springfield Community Development Block Grant for additional GED funding as well as funding for a youth coordinator and a homeless prevention case manager. Upon a motion made by Commissioner Warren, seconded by Commissioner Choiniere, it was unanimously

VOTED: To authorize that a grant application be submitted to the City of Springfield's Community Development Block Grant, for funding of GED programs, Youth Coordinator and Homeless Prevention Case Manager, and to authorize the executive director to execute required assurances associated with said grant application.

The Board reviewed materials and a recommendation for an electronic paperless purchase requisition system. Mr. Bailey reported that this system would make the purchasing system much more efficient and save staff time in obtaining the goods and services needed. He informed the Board that a dual purchase system, based on the current version of a carbonless requisition process and the new electronic system would run in tandem until the new system was completely installed and proper training given to staff. Chairman Babcock stated that he noticed a disparate difference of almost \$62,000.00 in the pricing proposed by the two vendors. Mr. Bailey noted that a large portion of the difference in pricing was based on the training and implementation of the new system. Mr. Warren inquired as to the ease of use of the new program. Mr. Ethier responded that the electronic system is a very basic system and is meant to be quite user friendly. Upon a motion made by Commissioner Thomas, seconded by Commissioner Choiniere, it was

VOTED: To award a contract to Paperless Business Systems, Inc. for an electronic paperless purchase requisition

system, to include monthly per user fees, monthly license fees and/or monthly IFB/RFP module fees, monthly mobile approval fees, and training and implementation fees for an estimated cost of \$11,616.00 for the first year of the program.

Stephen Ethier left the Conference Room at 5:25 PM.

The Board reviewed materials relative to a DHCD reporting requirement on the top five highest paid staff members of the agency. Per Public Housing Notice 2012-203 issued by DHCD, it is noted that this requirement became effective February 16, 2012 so as to increase transparency of local housing authorities to ensure that the goals of housing for low-income families are being met. Upon a motion made by Commissioner Warren, seconded by Commissioner Choiniere, it was unanimously

VOTED: To approve and execute DHCD's certification for schedule of positions and compensation form listing the SHA's top five highest paid staff members for calendar year ending December 31, 2011 as the executive director, three deputy executive directors and resident services manager.

The Board reviewed a recommendation with regards to renewing Contract No. G-2010-8-1 with Lyon & Fitzpatrick, LLP ["L&F"] for the first of its one year renewal options effective January 1, 2012. Judge Abrashkin indicated that much like L&F did last year, they will be making a presentation to the Board of its activities in 2011 in April 2012, including costs, services performed and outcomes achieved. He stated that although Atty. Chesky had suggested the recommendation to renew the contract be through the end of April, so as to give time make L&F's presentation, his recommendation would be to renew through the end of 2012. Commissioner Warren noted that it would be a good idea to extend the term past April, perhaps as far as through July, to allow L&F to make its presentation and then to allow the executive staff to formulate a response after the presentation is made. Judge Abrashkin further indicated that the executive staff is currently looking at ways to make the legal department more effective and cost-efficient. Chairman Babcock noted that the Board does not meet in July and made a motion, which was seconded by Commissioner Thomas, and unanimously

VOTED: To renew Contract No. G-2010-8-1 with Lyon & Fitzpatrick, LLP through August 31, 2012 as part of its option to renew for a one year term, and to delay

the option to renew for the remainder of the first one year term, from September 1, 2012 through December 31, 2012 until such time L&F has made its report to the Board of its activities for 2011.

The Board reviewed a resolution and associated materials related to the SHA's proposed storage and basement use policy. Upon a motion made by Commissioner Warren, seconded by Commissioner Choiniere, it was unanimously

VOTED: To adopt Resolution No. 9544, whereas the Springfield Housing Authority Board of Commissioners wishes to approve the Storage and Basement Use Policy as included herein (Attachment A).

The Board reviewed a draft agreement between the City of Springfield and the SHA for central fueling of its motor vehicle fleet, machinery, equipment and tools at the City's motor vehicle fueling station on Tapley Street. Judge Abrashkin indicated that there is one paragraph in the agreement that addresses the issue of submitting payroll to the City but that the language does not apply to the type of agreement that is being set up. He stated that Atty. Chesky is working with the City's attorney to finalize the terms of the agreement. Upon a motion made by Commissioner Thomas, seconded by Commissioner Choiniere, it was unanimously

VOTED: To authorize the executive director to finalize terms and execute the central motor fueling agreement by and between the City of Springfield and the Springfield Housing Authority.

The Board reviewed a recommendation to authorize a revision to the SHA's Annual Plan to provide for the possible demolition/disposition of Marble Apartments in conjunction with the City of Springfield and the SHA's Choice Neighborhood Initiative South End planning grant. Upon a motion made by Commissioner Thomas, seconded by Commissioner Choiniere, it was unanimously

VOTED: To authorize the SHA to revise its Annual Plan to include a provision for the possible demolition and disposition of Marble Apartments in accordance with the City of Springfield and the SHA's Choice Neighborhood Initiative South End planning grant.

Judge Abrashkin spoke on a notice that was issued by Massachusetts NAHRO with regards to legislation that is pending to eliminate Board stipends. He indicated that this is partly in response to the transgressions that took place at the Chelsea Housing Authority. He further indicated that should this become a reality, he believes the SHA would still have the option to continue and pay a stipend out of its COCC, but that he would seek a legal opinion from Lyon & Fitzpatrick, LLP on this matter.

Judge Abrashkin addressed the MOA between the SHA and AFSCME Local 5321 that was included in the Board packages. He indicated that this was the result of union negotiations between the maintenance foreman and maintenance staff and the SHA for the period April 1, 2011 through March 31, 2012. He noted that agreement reached included no increase in wages for the period in question, an amendment indicating that union meetings would no longer be held during working hours but that the SHA would continue to allow meetings to be held on SHA property.

Judge Abrashkin indicated that a second tour of the Talk/Read/Succeed! program will be taking place on Friday, March 23<sup>rd</sup> at the Regional Employment Board offices.

Judge Abrashkin reported that the first of REAC's physical inspection of the fifty units being federalized at Reed Village is expected for mid-April and that Holyoke, Malden and Medford housing authorities have all passed their REAC inspections so it has set a good tone for the state. He also reported that the SHA will need to come up with a repayment plan for the fifty project based Section 8 units at Reed Village that were funded by DHCD for renovations despite that they are not included in the federalization program. Judge Abrashkin also reported that the SHA has received confirmation that it will be receiving \$6.6 million in funding from DHCD for the federalization of Robinson Gardens.

Judge Abrashkin addressed the Choice Neighborhood Planning Grant that the City of Springfield was awarded in conjunction with the SHA. He reported that part of the planning grant would be to establish where the forty-eight units from Marble Apartments will be replaced and that site control has been secured.

The Board reviewed and accepted the Financial Accounts Payable report for January 2012.

The Board reviewed and accepted the revised FYE 03/31/2011 independent public audit of the SHA.

Chairman Babcock indicated that the Board of Commissioner's would enter into Executive Session and that it would not be returning to Open Session. Upon a motion made by Commissioner Thomas, seconded by Commissioner Choiniere, it was by a roll call vote (Babcock - Aye, Warren - Aye, Choiniere - Aye) unanimously

VOTED: To enter into Executive Session to negotiate contract(s) with non-union personnel and to discuss strategy with respect to collective bargaining and to not reconvene in Open Session.

There being no further business to come before the members of the Springfield Housing Authority, upon a motion made by Commissioner Thomas, seconded by Commissioner Choiniere, it was unanimously

VOTED: To adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 6:15 PM.

ATTEST:

*Tim Babcock*

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Timothy Babcock, Chairman

*William W. Abrashkin*

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William H. Abrashkin, Executive Director





SPRINGFIELD  
HOUSING  
AUTHORITY

## **STORAGE AND BASEMENT USE POLICY**

Approved by Board of Commissioners  
February 21, 2012

The Springfield Housing Authority (SHA) is not required to provide storage for its residents or their guests. As courtesy, the SHA extends limited storage privileges to qualified residents who reside in units with private basements. The SHA also extends limited storage privileges to qualified residents of the Reed Village Apartments in buildings where there are storage bins located common basements. In order to qualify for limited storage privileges, residents agree that the SHA takes no responsibility for damages of any kind that may occur when personal property is stored on Housing Authority Property.

### **Developments with Private Basements**

#### ***Storage***

Residents in units with private basements are allowed to access the basement and store the following items: out-of-season clothing in sealed totes, holiday decorations in sealed totes, bicycles, and air conditioners out of season. These items must be stored off the floor and five (5) feet away from any boiler, water heater, electrical panel or gas, water or electrical shut off. If at any time the resident fails to properly store items or stores items not allowed by this policy, the resident will lose storage and access privileges to the basement and will be subject to lease enforcement action.

#### ***Use of Basement***

At no time are residents allowed to use basements as a living or recreational area. Residents may, with the written permission of the SHA, have a washer and a dryer in a private basement, as long as the washer or dryer is maintained and properly installed in accordance with applicable codes and regulations and maintained by the resident. If at any time the washer or dryer is found by the SHA to be defective, the resident must either demonstrate a repair of the equipment or remove the equipment in a timeframe specified by the SHA. If the resident fails to provide documentation of a repair or

## ATTACHMENT A

removal of defective equipment, the SHA will remove the equipment and charge the resident for the cost of the removal of the equipment. Additionally, the resident will lose the privilege of access to the basement and will be subject to lease enforcement action.

### **Developments with Common Stairwells, Hallways and Basements**

#### **Storage**

The SHA does not allow residents of buildings with common hallways, stairwells, and/or basement to store any personal items in these areas. Any items found in these areas will be deemed as abandoned and will be discarded. Where the SHA can identify the person(s) responsible for abandoning personal property in hallways, stairwells and common basements, the SHA will charge the resident for the cost of discarding the items and take lease enforcement action up to and including termination of a lease.

#### **Use of Common Basements**

At no time are residents allowed to use common basements as a living or recreational area. Residents may, where facilities allow and with the written permission of the SHA, have a washer and/or dryer in a common basement, provided that the washer or dryer is maintained and properly installed in accordance with applicable codes and regulations. If the request to have a washer or dryer is approved, the SHA will issue a key that will allow the resident to have access to the common basement. If at any time the washer or dryer is found by the SHA to be defective, the resident must either demonstrate a repair of the equipment or remove the equipment in a timeframe specified by the SHA. If the resident fails to provide documentation of a repair or removal of defective equipment, the SHA will remove the equipment and charge the resident for the cost of the removal of the equipment. Additionally, the resident will lose the privilege of access to the basement and will be subject to lease enforcement action.

#### **Use of Storage Areas (Bins) at the Reed Village Apartments**

For residents who live in units within the Reed Village Apartments without common basements, the SHA will provide storage privileges in storage areas (bins) controlled by the SHA. Storage of items in these areas will be limited to out-of-season clothing in sealed totes, holiday decorations in sealed totes, bicycles, and air conditioners out of season. If any resident has access to a storage bin prior to the implementation of this

## ATTACHMENT A

policy and wishes to continue to store items in a SHA controlled area, she/he must remove everything other the above identified items by February 29, 2012 and apply to have the SHA store items. After February 29, 2012 the SHA will change the locks to storage bins. If a resident opts to make use of SHA storage, he or she will be able to place items in or retrieve items from the storage area by contacting the SHA Management Office and making an appointment to go to the storage area with a SHA staff member. If the SHA finds items remaining in a storage bin after February 29, 2012 and it has not received an application for use of the bin, it will deem the items abandoned and will discard them. Where the SHA can identify the person(s) responsible for abandoning personal property in storage bins, it will charge the resident for the cost of discarding the items and take lease enforcement action up to and including termination of a lease.