

MINUTES OF A REGULAR MEETING  
- OPEN SESSION -  
OF THE SPRINGFIELD HOUSING AUTHORITY  
HELD ON MARCH 19, 2013

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 March 19, 2013.

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, March 19, 2013 in the Conference Room of the Springfield Housing Authority at 18 Saab Court, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY

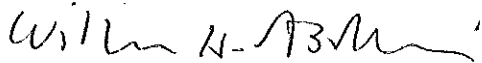
/s/William H. Abrashkin, Executive Director

March 14, 2013

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 March 14, 2013 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/Executive Director/  
Secretary to the Board

Chairman Warren called the meeting to order at 4:32 PM, and those present upon roll call were as follows:

PRESENT

Raymond Warren  
Willie Thomas  
Thomas Labonte  
Angela Robles

ABSENT

ALSO PRESENT

William Abrashkin (arrived at 4:34 PM)

Archer Battista, Lyon & Fitzpatrick, LLP  
Michelle Booth  
Ellen Caracciolo, Massachusetts Housing Investment Corp.  
Nicole Contois (arrived at 4:35 PM)  
John Healy  
Michael Petro (arrived at 4:35 PM)  
Isabel Serrazina

The Board reviewed the minutes of November 20, 2012. Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was unanimously

VOTED: To approve the minutes of November 20, 2012.

The Board reviewed the minutes of February 19, 2013. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To approve the minutes of February 19, 2013.

The Board reviewed materials on DHCD contract renewal for the administration of state rental assistance programs.

Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To adopt Resolution No.9579, approving DHCD's contract renewal and scope of services for the administration of Massachusetts Rental Voucher Program, Alternative Housing Voucher Program, Department of Mental Health Rental Subsidy and/or other State Rental Assistance Programs for the period July 1, 2013 through June 30, 2018.

The Board reviewed an amendment to DHCD Contract for Financial Assistance No.281025001, which represents FY2015 Capital Improvement Formula Funding award in the amount of \$353,753.00 and FY2013 Health and Safety Initiative award in the amount of \$38,200.00, for a total CFA amendment of an additional \$391,953.00. The projects to be undertaken with the FY2015 Capital Improvement Formula Funding will be presented in the next agenda item. The projects to be undertaken with the FY2013 Health and safety Initiative award include: the abatement/ removal of asbestos at 667-1 Carpe Diem; replacing rotting support columns at 667-4 Indian Orchard Manor; and replacement of leaking roof at 689-1, 95 Leatherleaf Circle.

William Abrashkin, Nicole Contois and Mike Petro entered the Conference Room at 4:34 PM.

Mike Petro and John Healy clarified some information about the amendment and the amounts. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

Voted: to adopt resolution no. 9580, whereas the Springfield Housing Authority Board of Commissioners accepts amendment no. 1 to DHCD contract for financial assistance ["CFA"] no. 281025001, for additional funding in the amount of \$391,953.00 to the formula funding master CFA, all developments for the preservation and modernization of state-supported public housing as specified in the contract for capital improvement work plan/approved budget and timetable for completion of the work, and subject to the requirements set out in the terms and conditions as forth in said amendment.

The Board reviewed materials on the DHCD Capital Improvement plan for the state portfolio. Mr. Healy provided information a new Capital Planning System to address the physical needs of the SHA state housing properties. DHCD obligated \$353,753.00 for SHA's capital projects. This requires the Springfield Housing Authority to create its next 5 years Capital Improvement Plant. With input from the property managers, maintenance staff, and residents, the Facilities and Capital Improvement Department prioritized the projects to best satisfy the needs of the agency.

Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To adopt Resolution No.9581, whereas the Springfield Housing Authority's Board of Commissioners wishes to approve SHA's 2013 DHCD Capital Improvement Plan, funded in the amount of \$353,753.00 for the following projects: walkway and driveway repairs and kitchen modernization at 667-2 Hary Hogan; handicapped ramp and railing repairs at 667-6 Morris School I; tree removal at 667-3 Forest Park Manor; and for administrative fees.

The next item reviewed by the Board was Change Order No.1 from RAC Builders Inc., requesting two part change order to Contract #35-C-2012-26-6 for additional work and time extension.

Upon a motion made by Commissioner Labonte, seconded by Commissioner Thomas, it was unanimously

VOTED: To approve Change Order No.1 in the amount of \$3,795.00 to Contract #35-C-2012-26-6 with RAC Builders for the changes as described by Leon Pernice & Associates, making the new contract amount of \$48,735.00, an extending the Substantial Completion date by seven days, making the new Substantial Completion Date April 12, 2013.

Attachment: Change Order No.1, Leon Pernice's letter of recommendation with back up

The Board was presented with the Certificate of Substantial and Final Completion on 3/4/2013 from RAC Builders Inc. for Contract #35-C-2012-26-6 for renovations at 131 Clyde Street due to damage caused by a fire.

Upon a motion made by Commissioner Labonte, seconded by Commissioner Thomas, it was unanimously

VOTED: To accept the Certificate of Substantial and Final Completion on 3/4/2013 from RAC Builders Inc. for Contract #35-C-2012-26-6, hereby accepting the project, effective on March 4, 2013.

Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: To make a recess to the regular meeting of the Springfield Housing Authority at 4:44 PM.

The SHA Board reconvened at 5:11 PM and those present were: Raymond Warren, Willie Thomas, Thomas Labonte, Angela Robles, William Abrashkin, Arch Battista of Lyon & Fitzpatrick, Michelle Booth, Ellen Caracciolo of MHIC, Nicole Contois, Mary Ellen Lowney, Mike Petro, and Isabel Serrazina.

Mike Petro presented detailed information on Federal operating budget for fiscal year end 03/31/2014. The Board discussed the budget, including federalization issues, cutting administrative fees to COCC, COCC reserves, necessity of reducing expenses in the light of the decreased budget, responsibility of the District Managers in budget distribution, budgeting for HCVP, the impact the decreased budget would have on resident services program, and other issues.

Ellen Caracciolo left the Conference Room at 5:18 PM.

Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To adopt Resolution #9578 to approve Federal operating budget for fiscal year end 03/31/2014.

The Board reviewed and accepted the financial statements. Mr. Petro emphasized how difficult it is to operate with decreasing budget while HUD does not make any adjustments to the requirements to public housing authorities. Mr. Abrashkin stated that less budget means less resident services, less public safety programs and potential layoffs.

The Board reviewed the replacement housing plan for 425 Central Street. Mr. Abrashkin explained that the building at 425 Central Street, damaged by tornado in 2011, was demolished and, after considering different options, the agency is now proposing that a number of units with a combination of bedrooms that is equal to sixteen will be rebuilt as a new construction on the grounds of Reed Village. The Executive Director

indicated that constructing new units will also help the SHA to meet some VCA requirements.

Chairman Warren suggested to amend the text of recommendation by adding a line about disposition of land at 425 Central Street through RFP process.

Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: To adopt Resolution #9582, whereas the Board of Commissioners accepts the Springfield Housing Authority's proposed plan to replace the eight, two-bedroom units located at 425 Central Street, that were destroyed by the tornado of June 1, 2011:

- With a sufficient number of dwelling units, with a total combination of bedrooms equal to sixteen, on the grounds of Reed Village;
- With funding to come from a combination of insurance proceeds, FEMA project costs and any income from the sale of the vacant land at 425 Central street, to the extent funds are available;
- With said proposed replacement housing plan subject to approval by the mayor of the City of Springfield;
- With disposition of land at 425 Central Street through RFP process.

The Board reviewed materials regarding renewing the contract with the Springfield Police Department. Michelle Booth INFORMED about services to be provided by the SPD to SHA, including detail shift duties, zero tolerance detail, and cooperation with the Resident Services department.

Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: To approve the execution of a one-year renewal to Contract No. G-2012-9-7 with the Springfield Police Department for supplemental police services, in an amount not to exceed \$150,000.00 for a period commencing on April 1, 2013 and ending on March 31, 2014.

The Board reviewed the materials regarding re-assigning 11 project-based vouchers formerly allocated to the Chronically Homeless Program to the Community Housing: Earned, Safe and Supportive (CHESS) Program. Michelle Booth explained why the Rental Assistance Office of the SHA is rescinding its prior request for the Board to allocate 11 unused vouchers from the Chronically Homeless Program and 20 additional project-based vouchers and is requesting that the Board allowS the SHA to re-assign 11 unused project-based vouchers.

Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: To approve re-assigning 11 project-based vouchers formerly allocated to the Chronically Homeless Program to the CHES program and enter into a memorandum of understanding with the Hampden County Sheriff's Department to pilot the CHES program for a period of three years, contingent on continued funding availability to support the issuance of vouchers.

The Board was presented with materials on closing wait list. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To approve the continued closure of waitlists, effective March 19, 2013 for family public housing, state 1, 2, 3 and 4 bedrooms and federal family 2, 3 and 5 bedrooms.

The Executive report started with the request for the Board to authorize Executive Director Abrashkin to conduct an independent review of the death of a student at Kiley Middle School.

Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was unanimously

VOTED: To approve that the Executive Director, at the request of the Superintendent of the Springfield Public Schools Daniel Warwick, is authorized to conduct an independent review of the pool fatality at the M. Marcus Kiley Middle School on 2/15/2013.

The next item on the Executive Director's report was a review of recent REAC physical inspection scores. Mr. Abrashkin notified the Board that the scores have increased comparing to previous years and the agency is close to become a High Performer. He praised the work of the Deputy Directors and District Managers working so hard to improve the scores.

Mr. Abrashkin notified about Head Start Ribbon cutting ceremony at Sullivan. He continued his report by informing the Board about a letter the agency received from the Department of Labor regarding minimum base rates. Mr. Abrashkin stated that since the rates are not compatible with the SHA rules and practices, the agency is planning to appeal.

The last issue on the report was about selecting a Resident Commissioner to the Board. Nicole Contois provided an update on the issue.

Chairman Warren asked for the Board's consideration to enter to Executive Session. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was by a roll call vote (Warren - Aye, Thomas - Aye, Robles - Aye, Labonte - Aye) unanimously

VOTED: To enter into Executive Session to discuss deployment of security personnel and devices 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 Labonte, seconded by Commissioner Thomas, it was unanimously

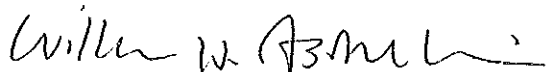
VOTED: To adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 6:50 PM.

ATTEST:



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Raymond Warren, Chairman



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William H. Abrashkin, Executive Director

Attachment

Leon Pernice and Associates, Inc  
a. i. a. architects · planners · interior designers

Date: 8 Feb 2013

To: Springfield Housing Authority  
From: Leon Pernice and Associates Inc.  
Re: 131 Clyde Street - C.O.# 1 Additional Windows.

Gentlepeople,

This letter is in request for Change Order Number 1. for the above stated project.

Item 1: Remove and replace 8 DH PVC windows at 131 Clyde Street.  
Item 2: 7 day time extension

The Owner / Contractor has requested this change for 2 Items listed above and on AIA Doc G701 dated 8 Feb 2013

Method used for these change orders is Time/Materials.

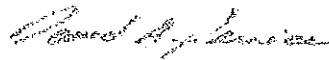
These changes will require a time extension of 7 Calendar days as noted above in Item 2.

The changes in work have been reviewed and are acceptable by this office.  
The change cost estimate has been reviewed by this office and seem fair and equitable.

See RAC's cost proposal and National Vinyl's quote attached.

Thank you for considering these changes....

Sincerely,



David Pernice - LPA Inc. - Project Manager

For: Leon Pernice and Associates Inc.

