

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON JUNE 25, 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 June 25, 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, June 25, 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

June 20, 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 June 20, 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
Jessica Quinonez

ABSENT

ALSO PRESENT

William Abrashkin
Michael Bailey
Michelle Booth (arrived at 4:38 PM)
Sean Cahillane (arrived at 5:28 PM)
Nicole Contois
Wallace Kisiel
Michael Petro, Casterline Associates, PC (arrived at 4:34 PM)
Isabel Serrazina
Rob Smith, ATC Associates, Inc.

Chairman Warren began the meeting by introducing and welcoming the newest member of the Board, Jessica Quinonez.

The Board reviewed the minutes of May 28, 2013. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: To approve the minutes of May 28, 2013.

Michael Petro entered the Conference Room at 4:34 PM.

The Board reviewed a memorandum and recommendation regarding legal services provided by Lyon & Fitzpatrick, LLP. As per the Board request, Judge Abrashkin provided an overview of the current provisions of legal services, which included costs incurred in 2012, a forecast of costs anticipated for 2013, and several identified ways in which to continue to save on costs in the upcoming year. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To approve an extension to Contract No. G-2010-8-1 with Lyon & Fitzpatrick, LLP for legal services, for the period July 1, 2013 through December 31, 2013, satisfying its option to renew for the full term of year four of said contract.

Michelle Booth entered the Conference Room at 4:38 PM.

Rob Smith of ATC Associates, Inc. was present to provide the Board with an update on the Riverview oil remediation and monitoring. He reported that all monitoring wells have shown an oil thickness of less than ½" for the last two quarters but that under current regulations, at least four quarters of positive gauging data must be obtained in order to gain a permanent solution. Mr. Smith recommended that the grounds continue to be monitored for the remainder of 2013 and 2014. A formal recommendation was not made available to the Board until the meeting and Chairman Warren asked that a vote on the matter be tabled until the next meeting.

Rob Smith left the Conference Room at 4:48 PM.

The Board reviewed materials presented relative to the revised Program No. 400-1 state operating budget for FYE 03/31/2013. Mr. Petro provided an overview to the Board explaining the revisions that were made and upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was unanimously

VOTED: To adopt Resolution No. 9589 whereas the Springfield Housing Authority approves the revised Operating Budget for State-Aided Housing Program No. 400-1 for FYE 03/31/2013 showing a Total Revenue of \$2,052,163.00 and Total Expenses of \$5,438,677.00, thereby requesting a subsidy of \$4,173,315.00 pending DHCD review and approval.

The Board reviewed and accepted the Financial Accounts Payable report for May 2013 and Financial Statements for March 2013.

Michelle Booth and Michael Petro left the Conference Room at 5:15 PM.

Chairman Warren indicated that the next item on the agenda was to be presented by Ms. Booth and would go back to that upon her return to the meeting.

The Board reviewed materials and a recommendation to award contracts in response to an IFB for 2013 heating supplies. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez, it was unanimously

VOTED: To award contracts for the supply of 2013 heating supplies for an aggregate sum of \$29,282.86 as follows: \$155.80 to Bay State Plumbing and Heating Supply, Inc.; \$9,629.62 to Bender Plumbing Supply;

\$6,245.34 to FW Webb; and \$13,52.10 to United Plumbing Supply, Inc.

Michelle Booth returned to the Conference Room at 5:19 PM.

The Board reviewed materials and a recommendation to award a contract for refuse compactor maintenance and services. It was noted that only two bids were received, from the current provider Metropolitan Compactor Services Corporation and Sanitary Equipment Company, Inc. Upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was unanimously

VOTED: To award a three year contract with up to two additional one year terms to Sanitary Equipment Company, Inc. in the amount of \$8,649.90 for years one through three and \$8,849.96 for option years four and five, with a maximum five year contract in the amount of \$43,649.42.

Chairman Warren indicated that he would like to see recommendations reference approval by the finance department and the source of funding.

Michael Bailey left the Conference Room at 5:26 PM.

The Board reviewed a certificate of final completion for Contract No. SMOD-2012-12-1 with R.A.C. Builders, Inc. related to federalization renovations at Robinson Gardens. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To accept the certificate of final completion for federalization renovations at Robinson Gardens as part of Contract No. SMOD-2012-12-1 and to authorize final payment in the amount of \$13,000.00 to R.A.C. Builders, Inc., utilizing funds from the Department of Housing and Community Development.

Sean Cahillane entered the Conference Room at 5:28 PM.

The Board reviewed a certificate of final completion for Contract No. SMOD-2013-13-5 with Bay State Rug Distributors related to floor replacements at Morris School I (667-6). Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: To accept the certificate of final completion from Bay State Rug Distributors for work at the Morris School (667-6) and authorize Payment No. 1 in the amount of \$12,200.00, pending the review and approval of the Department of Housing and Community Development.

The Board received a recommendation to amend the Housing Choice Voucher Program Administrative Plan. Ms. Booth explained that the amendment to the Administrative Plan relates to the use of the Centralized Waiting List and has been updated to include the ability of applicants to access their application online. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez, it was unanimously

VOTED: To adopt Resolution No. 9590, whereas the Springfield Housing Authority Board of Commissioners accepts the amendments to the Housing Choice Voucher Program (Section 8) Administrative Plan, attached hereunto (Attachment A), as it relates to the application process and use of a centralized waiting list.

The Board received materials and a recommendation to award a contract for the roof replacement at several federal public housing developments, including several buildings at Stephen J. Collins Twin Towers, Patrick Harrigan, and Riverview. Upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was unanimously

VOTED: To award a contract to Titan Roofing, Inc. in the amount of \$634,000.00 to replace the roofs at various sites utilizing funds from the 2011 Capital Fund and to appoint Executive Director William H. Abrashkin as the contracting officer authorizing him to execute the contract.

The Board reviewed materials regarding an allocation of \$5,000.00 in Community Development Block Grant funding to the City of Springfield for GED programming, requiring that the SHA vote on acceptance of the funding and execute a contract with the City of Springfield, inclusive of providing a scope of services and program budget. Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was unanimously

VOTED: To authorize execution of contract by and between the City of Springfield's Office of Community Development and the Springfield Housing Authority ["SHA"] for GED services to be provided by the SHA; with funding in

the amount of \$5,000.00 to come from the city's Community Development Block Grant for July 1, 2013 through June 30, 2014; and contingent upon the City of Springfield's acceptance of the SHA's program scope and budget.

Mr. Cahillane reported to the Board that the SHA is currently in lease negotiations with the Pioneer Valley Planning Commission ["PVPC"] for an extended lease agreement for the first two floors at 60 Congress Street, to which PVPC has agreed to nearly all terms with negotiations nearing conclusion. He also reported on the cost of the build-out of the third and fourth floor to be occupied by the SHA, reminding the board that there was \$250,000.00 included in the purchase price to cover the build-out of the space. He indicated that the total cost for the build-out is estimated at \$390,000.00. Judge Abrashkin stated that he was seeking the Board's consideration for a lease agreement to be entered into between the Central Office Cost Center and the Rental Assistance Office ["RAO"] for the proportional amount of space staff from that office will occupy, as well as authorization to charge a proportional amount of the build-out to the RAO as well. He reported that the RAO can be charged rent for occupied space and such a lease would provide for this cost to be incurred by that department. Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was unanimously

VOTED: To authorize the Executive Director to negotiate and execute a lease agreement by and between the Central Office Cost Center and the Rental Assistance Office ["RAO"] whereas the RAO will pay rent for the proportional share of space occupied by the RAO staff and to authorize the completion of the build-out of space at 60 Congress Street at a cost of \$390,000.00 with a proportional amount of the build-out charged to the RAO.

Ms. Booth provided the Board with an update on the Choice Neighborhood Planning Grant.

Judge Abrashkin reported that Robinson Gardens officially passed the REAC physical inspection for federalization with an unofficial score of 97.

Judge Abrashkin informed the Board a final agreement was entered into with EPA today with a fine of \$11,000.00 payable to the EPA, which is to be reimbursed by DHCD to the SHA.

Judge Abrashkin reported that the SHA received word that it would be the recipient of grant funds to be administered by Springfield Technical Community College and the Department of Education for Adult Basic Education programming.

Judge Abrashkin indicated that although no formal word has been received yet, all analysis of the possible FY2012 PHAS score point to high performer status.

Judge Abrashkin asked for the Board's consideration in making a contribution to the Hasbro Summer Learning Initiative program that partners with the Talk/Read/Succeed! program at Robinson Gardens and John L. Sullivan Apartments in the amount of \$6,000.00. He reminded the Board that two years ago the Board authorized such a donation in the amount of \$50,000 and last year again in the amount of \$20,000.00. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez, it was unanimously

CVOTED: To authorize a contribution in the amount of \$6,000.00 to the Talk/Read/Succeed! Hasbro Summer Learning Initiative program with funding to come from the AMPs or COCC, based on funding availability.

Ms. Contois provided a report to the Board with regards to the SHA's participation in Rebuilding Together's Green-N-Fit Rebuild day in Springfield on April 27th. Ms. Contois served as the SHA's team leader for the event and reported that the SHA donated the use of a tent and several golf carts for transporting people and materials for the day, as well as having several staff people working on painting and yard work at a house located on Tyler Street.

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

VOTED: To enter into Executive Session to negotiate contract(s) with nonunion personnel 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

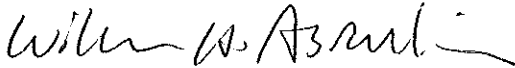
Commissioner Robles, seconded by Commissioner Labonte, it was unanimously

VOTED: To adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 6:03 PM.

ATTEST:



Raymond Warren, Chairman



William H. Abrashkin, Executive Director

**Administrative Plan Amendment
Relating to the Springfield Housing Authority's
Application Process and Use of a Centralized Waiting List**

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I INTRODUCTION

The Springfield Housing Authority has elected to utilize the Centralized Application and Waiting List process. Over the past few years, the Department of Housing and Urban Development has encouraged the use of a Centralized Waiting List by Public Housing Authorities.

It is anticipated that a Centralized Section 8 Waiting List will afford the Springfield Housing Authority and its clients the following benefits:

1. Ease of application process for applicants who may apply at the office of any Housing Authority participating in the centralized waiting list option or online at www.section8listmass.org.
2. Eliminate the procedural hardship on families and administrative burden to the Housing Authority of closing and opening of the Section 8 Waiting List. The Centralized Section 8 Waiting List will be maintained as an open waiting list.
3. Increase housing opportunities for families who now have the potential option of placement at a number of locations throughout the Commonwealth through the submission of a single application.

II ACCEPTANCE OF APPLICATIONS

A single, standardized Preliminary Application is available at each participating Housing Authority and online at www.section8listmass.org. A master list of all participating Housing Authorities will be maintained at the office of the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (hereinafter MassNAHRO), at each participating Housing Authority and online at www.section8listmass.org. Only one application will be accepted for each Head of Household.

The Preliminary Application will request information as required to administer the Section 8 Housing Choice Voucher Program such as: name and city or town (where Head of Household and spouse live and work), telephone number, total number of family members, Head of Household's social security number, if client is 62 years of age or older or disabled, total gross family income, race, and ethnicity. Information regarding preferences adopted by participating Housing Authorities will also be elicited on this application.

The Housing Authorities collectively reserve the right to modify the application to include other information required or useful to administer the Section 8 Housing Choice Voucher Program. All participating Housing Authorities must agree to adopt said modification to the application in advance to such modification.

Applications will be available for completion at the Springfield Housing Authority in person between the hours of 8:00 AM and 4:30 PM on the following days of the week Mon - Fri and may be mailed or faxed. Applications can be submitted online anytime.

Upon completion of the application it shall be marked by the Housing Authority staff with date and the time of submission and the family shall be provided with a standard receipt evidencing submission of the application.

The Springfield Housing Authority will then enter the information from the Preliminary Application into the Centralized Waiting List.

III UPDATING THE APPLICATIONS

4. A family may update its application (i.e. change of address) for Section 8 Assistance online at www.section8listmass.org or at the office of any Housing Authority participating in the Centralized

application process regardless of where the original application was submitted. To update the application through a Housing Authority, a written request must be submitted to the housing authority by the family.

IV SELECTION FROM THE WAITING LIST

The selection criteria set forth in the Springfield Housing Authority's Administrative Plan shall govern the manner in which individuals and families are selected by the Springfield Housing Authority from the Centralized Section 8 Waiting List.

V DETERMINATION OF ELIGIBILITY

Once a family has been selected from the Centralized Section 8 Waiting List in the manner set forth in the Springfield Housing Authority's Administrative Plan from the Section 8 Housing Choice Voucher Program, eligibility determination shall be made according to federal law, regulations governing State law and any applicable procedures set forth in the Springfield Housing Authority's Administrative Plan for the Section 8 Housing Choice Voucher Program.

VI DETERMINATION OF INELIGIBILITY

A. Ineligibility for Assistance

If a family is denied assistance by the Springfield Housing Authority, they will have the right to the grievance procedures set forth in the Springfield Housing Authority's Administrative Plan. After such time expires to request an informal hearing or a hearing is held and the decision is upheld, the family will be denied participation in the Section 8 Program by the Housing Authority making the determination. The family's name will not be removed by the Springfield Housing Authority from the Centralized Section 8 Waiting List because

the family may be eligible under another participating Housing Authority's policies. However, the family will not be again selected by the Springfield Housing Authority unless the family has been withdrawn from the Centralized Section 8 Waiting List and a new application has been submitted.

B. Determination that Family is Over Income Limits

If the family was denied participation in the Section 8 Housing Choice Voucher Program because it was over income for the program, the name will be removed from the Centralized Section 8 Waiting List if the Housing Authority making the determination is in the jurisdiction with the highest income limits of those Housing Authorities participating in the Centralized Section 8 Waiting List process. Otherwise, the family's name will not be removed by the Springfield Housing Authority from the Centralized Section 8 Waiting List because the family may be income eligible under another participating Housing Authority's policies. However, the family will not be again selected by the Springfield Housing Authority unless the family has been withdrawn from the Centralized Section 8 Waiting List and a new application has been submitted.

C. No Response

Further, if the family does not respond to a letter sent by a participating Housing Authority to attend an eligibility determination appointment or to otherwise respond to the Housing Authority, the Housing Authority who requested said response may remove the family's name from the Centralized Section 8 Waiting List. The manner and grounds for said removal shall be governed by the Administrative Plan for the Housing Authority making said removal.

VII. WAITING LIST UPDATES; PURGING OF WAITING LIST

MassNAHRO will, on a biennial basis, send a letter to each applicant on the Centralized Section 8 Waiting List. This letter will be sent to the address on the Section 8 preliminary Application or on any written change of status request that was completed and sent to a participating Housing Authority. Applicants will be requested to

respond to the mailing, either online at www.section8listmass.org or by mailing back the response card, within a time parameter set forth in the letter and the letter shall indicate that failure to respond will result in the removal of his/her name from the Centralized Section 8 Waiting List¹. In the event that the applicant does not respond within the applicable time parameter, his/her name shall be removed from the Centralized Section 8 Waiting List.

VIII GRIEVANCES OR COMPLAINTS; JURISDICTION

When a family expresses a problem with a decision made by a Housing Authority involved in the Centralized Section 8 Waiting List option, that family shall be referred to the Housing Authority who made the determination in question. When a family expresses a problem with a decision made by MassNAHRO on behalf of all LHAs participating in Centralized Waiting List, that family shall be instructed to send a written request for reinstatement along with supporting documentation to MassNAHRO's Centralized Waiting List Administrator at: Massachusetts Centralized Waiting List, PO Box 8727, Boston, MA 02114

Adopted by the Board of Commissioners this _____ day of _____, 20____.

¹Please note that, upon request, reasonable accommodations will be made for persons with disabilities.