

MINUTES OF AN ANNUAL REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON SEPTEMBER 17, 2013

The members of the Springfield Housing Authority met in Open Session at Conference Room of the Springfield Housing Authority at 18 Saab Ct., Springfield, Massachusetts at 4:30 PM on September 17, 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

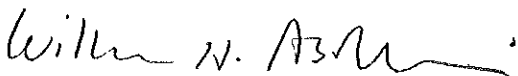
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that an Annual Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, September 17, 2013 in Conference Room of the Springfield Housing Authority at 18 Saab Ct., Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY
/s/William H. Abrashkin, Executive Director
September 12, 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 September 12, 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 4:30 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
Michelle Booth
Joseph D'Ascoli (arrived 4:43 pm)
John Healy
Wallace Kisiel
Isabel Serrazina

The Board reviewed the minutes of August 20, 2013. Upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was unanimously

VOTED: To approve the minutes of August 20, 2013.

The Board reviewed the recommendation to approve the 2013 HUD Utility Allowance Schedule for the HCVP. By Chairman Warren's request Executive Director Abrashkin explained what utility allowance is. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez, it was unanimously

VOTED: To adopt Resolution No.9603, whereas the Springfield Housing Authority approves the 2013 HUD Utility Allowance Schedule for the Housing Choice Voucher Program, effective October 1, 2013 as set in Exhibit 1.

The Board reviewed the recommendation to approve Change order No.2 from Diversified Construction for added and deleted work to the roof ventilation and roof repair job at Carpe Diem, Orchard Manor, and Eagan Street.

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

VOTED: To approve contract Change Order No.2 in the credit amount of \$310.00 to Contract #SMOD 2013-17-8 with Diversified Construction making the new contract amount \$148,388.00

The Board reviewed the Certificate of Substantial and Final completion dated August 23, 2013 from Diversified Construction for Contract #SMOD 2013-17-8. This contract was for the roof

ventilation and roof repair job at Carpe Diem, Orchard Manor, and Eagan Street. Upon Chairman's request John Healy explained what Certificate of Substantial and Final completion is. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: To accept the Certificate of Substantial and Final completion from Diversified Construction and allow the release of Retainage for contract # SMOD 2013-17-8, hereby accepting the project, effective on August 23, 2013.

Isabel Serrazina presented to the Board information on United Way Campaign Employee Incentive. Upon a motion made by Commissioner Thomas, seconded by Commissioner Quinonez, it was unanimously

VOTED: To approve an incentive for Springfield Housing Authority's employees to participate in the United Way of Pioneer Valley's 2013-2014 Annual Campaign, whereas employees will be provided $\frac{1}{2}$ hour of compensated leave for every \$0.25 per week donation, with a maximum allowable compensated leave of 8 hours, to be used by December 31, 2014 and subject to supervisor's approval in accordance with the Employee Handbook vacation leave policy.

The Board held annual elections of the officers of the Board of Commissioners. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To continue the current roster of officers of the Board.

William Abrashking started the Executive Director by presenting the Annual Report. He explained how the report had been prepared and expressed his gratitude to Isabel Serrazina for coordinating this project. The next item in the executive Director's report was the status of moving to 60 Congress Street. Mr. Abrashkin explained that most work has been completed, the project is being finalized with only a few items left on the punch list. He stated that by October Board meeting he will be able to provide exact numbers on the money spent on it. According to the initial financial records, the total budget for the project will be enough not only to complete building the offices and moving the staff, but also to invest money into high-tech system upgrade and re-surfacing the parking lot. Answering Chairman Warren's question he explained what the plans are with regards to the furniture -

some will be bought, some brought from the old office (after being exterminated), and some will be supplied by Mass Mutual as a donation to SHA Inc. In response to Chairman Warren's question on how the old offices space will be utilized, he informed that the SHA is considering several options, including giving the space to the Resident Services Department as an office or to run some programs; using the space as a storage for central records, currently spread in different locations, sometimes in basements, or using as a place for a clinic or other medical facility. As for the offices of Accounting, the only option will be to use it a maintenance shop for District D.

Mr. Abrashkin continued his Report by stating that the SHA is re-considering its policy towards Western Massachusetts Boy Scouts of America. He reminded that in the past SHA had been refusing to cooperate with the Boy Scouts organization due to its discriminatory policy towards gays. Mr. Abrashkin explained that it has come to his attention that such a policy might be practiced on the national level, but the local Boy Scouts branch does not discriminate gays, so the Springfield Housing is looking forward to cooperate with this organization. SHA is currently in the process of setting up a meeting with the participation of its Resident Services staff and the WMBSA leaders to discuss opportunities for cooperation and involving the SHA residents' kids.

Mr. Abrashkin then welcomed the idea of organizing the Board's tour of SHA properties. He indicated that the SHA will be pleased to provide the transportation (a van) and the Executive Department Manager Isabel Serrazina will be coordinating the Tour once the Board members determine how much time they can spend and how many developments they are planning to see. He suggested the Board members email Isabel Serrazina their preferences.

The Board was presented with the information that the agency received a high performer status according to the latest PHAS score.

The Board accepted the Communications/ Community Relations reports and Chairman Warren expressed his appreciated to all the work being done by the department in improving the image of the agency. The Board reviewed the Financial/ Accounting report. Mr. Abrashkin explained that all the negative numbers in the reports do not necessary reflect the real situation and do not mean that the agency is operating in red. There are different factors that affect such negative balances, for example, the state properties, federalized recently, carried

over its deficit. Another example - Robinson Garden, which only recently moved from the state portfolio to the federal one, only now is starting to receive funds. Sometimes the agency has to move the reserves between the AMPs and it affects the numbers.

Chairman Warren asked for the Board's consideration to enter into Executive Session. Mr. Abrashkin reminded that a meeting of SHA Inc. must be held as well. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, 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 discuss strategy with respect to negotiation with nonunion personnel and to not reconvene in Open Session.

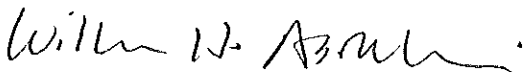
There being no further business to come before the members of the Springfield Housing Authority, upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was unanimously

VOTED: To adjourn the Open Session of an Annual Meeting of the Springfield Housing Authority at 5:16 PM.

ATTEST:



Raymond Warren, Chairman



William H. Abrashkin, Executive Director

Exhibit 1

2013 SUMMARY						
ALLOWANCE FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES						
Locality:	Source:				Date: 10/01/2013	
Springfield Housing Authority	Baystate Gas and Western Mass Electric Company				Expires: 09/30/2014	
Monthly Dollar Allowances						
Unit Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Single Family Detached						
a. Natural Gas	60	68	82	103	116	135
b. Electric	66	89	107	135	152	177
c. Bottle Gas	138	167	224	282	319	370
d. Oil	171	231	277	349	395	459
Two/Three Family (Duplex)						
a. Natural Gas	46	60	79	98	115	130
b. Electric	60	78	103	128	160	170
c. Bottle Gas	126	163	216	268	314	357
d. Oil	166	202	267	332	389	442

Row House/Garden Apt.						
a. Natural Gas	38	51	69	85	104	121
b. Electric	50	67	90	112	138	158
c. Bottle Gas	104	139	189	235	285	331
d. Oil	129	173	234	291	353	410
Low Rise						
a. Natural Gas	41	54	72	89	107	123
b. Electric	54	71	94	117	140	161
c. Bottle Gas	113	148	198	244	294	337
d. Oil	140	184	245	303	364	418
High - Rise						
a. Natural Gas	39	45	53	64	73	91
b. Electric	45	56	68	84	104	122
Mobile - Home						
a. Natural Gas	38	46	60	77	96	n/a
b. Electric	50	61	78	100	125	
c. Bottle Gas	105	127	164	210	263	
d. Oil	130	167	203	260	325	
All Unit Types - Cooking						
a. Natural Gas	6	8	10	13	16	17
b. Electric	8	10	13	16	20	22
c. Bottle Gas	17	21	28	35	44	47
All Unit Types - Electricity	27	35	47	58	72	78
Air Conditioning - Single Family	13	17	22	28	33	37
Air Conditioning - Duplex/Row/Garden	8	10	13	16	19	21
Air Conditioning - High Rise	7	9	12	15	18	20
Air Conditioning - Mobile Home	11	14	19	23	28	n/a
All Unit Types - Water Heat						
a. Natural Gas	7	10	13	16	20	21
b. Electric	13	17	22	27	34	37
c. Bottle Gas	20	26	35	43	64	58
d. Oil	23	30	40	49	61	65
Range (Tenant Owned)	4	4	5	5	6	6
Refrigerator (Tenant Owned)	5	5	5	5	5	6
Water	16	20	25	32	38	41
Sewer	18	27	35	45	51	59
Trash Collection	n/a	n/a	n/a	n/a	n/a	n/a