

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON NOVEMBER 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 Ct., Springfield, Massachusetts at 4:30 PM on November 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, November 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
November 15, 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 November 15, 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

Vice-Chairman Thomas called the meeting to order at 4:31 PM, and those present upon roll call were as follows:

PRESENT

Willie Thomas
Thomas Labonte
Angela Robles
Jessica Quinonez

ABSENT

Raymond Warren

ALSO PRESENT

William Abrashkin
Michelle Booth
Priscilla Chesky, Lyon & Fitzpatrick, LLP (arrived at
5.00 pm)
Nicole Contois
Joseph D'Ascoli
Fidan Gousseynoff
John Healy
Wallace Kisiel
Mary Ellen Lowney
Isabel Serrazina

The Board reviewed the minutes of November 6, 2013. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: To approve the minutes of November 6, 2013.

The Board reviewed a recommendation for approving Certificate of Substantial & final Completion from Titan Roofing for roof replacements at Saab Ct., Patrick Harrigan, and 82 Division Street at Riverview Apartments.

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

VOTED: To accept the Certificate of Substantial and Final Completion from Titan Roofing Inc for contract #35-C-2013-19-4, hereby accepting the project, effective on November 4, 2013 and authorizing the release of 5% retainage and final payment upon completion of all punch list items.

The Board reviewed Recommendation on Change Order No.1 to Contract G-2011-12-14 with Rest in Peace Control Inc. for exterminations services, which is scheduled to expire on December 31, 2013. The recommendation stipulates extending the

term of the contract for three months in order to ensure continuous extermination services while RFP are issued and reviewed.

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

VOTED: To approve Change Order No. 1 to Contract No. G-2011-12-14 with Rest in Peace Pest Control, Inc. for the provision of extermination services. Change Order No. 1 shall be for the period January 1, 2014 through March 31, 2014, under the current price proposal terms of the contract which shall be at a rate of \$135.00 per one (1) and two (2) bedroom units and at a rate of \$260.00 per three (3) and four (4) bedroom units.

The Board reviewed Recommendation on Change Order No. 1 to Contract No. G-2011-4-4 with Wel-Design Alarm Systems, Inc., which is scheduled to expire on December 31, 2013. The recommendation stipulates extending the term of the contract for three months in order to ensure continuous semi-annual inspections and servicing of the SHA early warning detection systems (including fire, smoke, carbon monoxide and sprinkler systems).

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

VOTED: To Approve Change Order No. 1 to Contract No. G-2011-4-4 with Wel-Design Alarm Systems, Inc. for the provision of early warning detection systems inspections and related services. Change Order No. 1 shall be for the period January 1, 2014 through March 31, 2014, under the current price proposal terms of the contract which shall be at an hourly rate of \$94.00 between the hours of 8:00 AM and 4:30 PM, Monday through Friday; at an hourly rate of \$117.00 between the hours of 4:30 PM and 8:00 AM, Monday through Friday, Saturday, Sunday and holidays; and with a 10% markup for associated like parts and standard services.

The Board reviewed materials and recommendations on awarding contracts for HCP-Project Based Assistance/ CHES program. Director of Rental Assistance office Joseph D'Ascoli answered questions about CHES program, stressed its importance in

reducing homelessness and creating opportunities for transition to the society for former inmates. Mr. D'Ascoli informed that the program which is scheduled to start in the second half of December 2013, will be closely monitored by the Sheriff's Department.

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

VOTED: To award a total of four (4) one-year HCVP-Project Based Assistance contracts, with two (2) one-year renewal options as follows:

- One HCVP-Project Based Assistance contract to K&S Holdings, LLC, for a one-bedroom unit located at 58 Johnson Street, Springfield MA 01108; and
- Three HCVP-Project Based Assistance contracts to YellowBrick Management, for three one-bedroom units located at 107 Kensington Avenue 2L and 107 Kensington Avenue 2R, Springfield MA 01108 and 73 Middlesex Street, Springfield MA 01109.

Deputy Executive Director Michelle Both presented information on the plans on disposition of units damaged by tornado at 425 Central Street. It was agreed that as soon as the plan is approved by HUD and the city of Springfield, it will be brought to the Board for review.

Atty. Chesky entered the Conference Room at 5:00 PM. Mary Ellen Lowney left the Conference Room at 5:00 PM and returned at 5:02 PM.

The Board reviewed the Revised Lease Amendment which has to replace the amendment created many years ago. The new amendment is supposed to provide more clear explanation of rent calculation and rent payment and will be used for annual or interim recertification.

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

VOTED: To approve and authorize use of the revised SHA Lease Amendment form.

Isabel Serrazina left the Conference Room at 5:20 PM.

The Executive Director Abrashkin provided brief information on the status of moving to 60 Congress St., including plans on

re-using the space at the administrative offices at 25 Saab ct. The SHA will be considering different options for the space to be used, including health care facilities, outreach office for the Department of Elder Affairs, computer and ESL classes. He informed that the SHA will be conducting a survey to find out the opinion of the Saab Ct residents on how they think the space must be used. The space at Division Street, currently occupied by the Facilities/ Capital Improvement offices, will be converted into 6 handicap accessible units.

With regards to an update on CHOICE Neighborhood Planning Grant, Mr. Abrashkin informed that more information will be provided at the next Board meeting.

The Board reviewed and accepted the Communications/ Community Relations report. Commissioner Thomas gave a positive feedback to the work of the Communications and Community Relations Manager.

Mary Ellen Lowney left the Conference Room at 5:31 pm.

The Board reviewed and accepted Rental Assistance Division report for the period of July - September, 2013.

The Board reviewed and accepted the Financial/Accounting Accounts Payable report and the Financial Statements for September 2013.

The Board reviewed and accepted Management Public Safety and Investigative Services, Waiting List and Occupancy/Vacancy reports for the period ending November 12, 2013.

Nicole Contois left the Conference Room at 5:40 pm and returned at 5:42 PM.

William Abrashkin provided a brief update on Resident Services and suggested that starting January of 2014 the Board would be presented with more detailed information about each of the programs run by the Resident Services Department. The Board welcomed the idea. Mr. Abrashkin also informed that the money collected at recent Golf Tournament in the amount of \$6000 will go to the after-school program.

Vice-chairman Thomas asked for the Board's consideration to enter into Executive Session.

Wallace Kisiel, Joseph D'Ascoli and John Healy left the Conference Room at 5:49 pm.

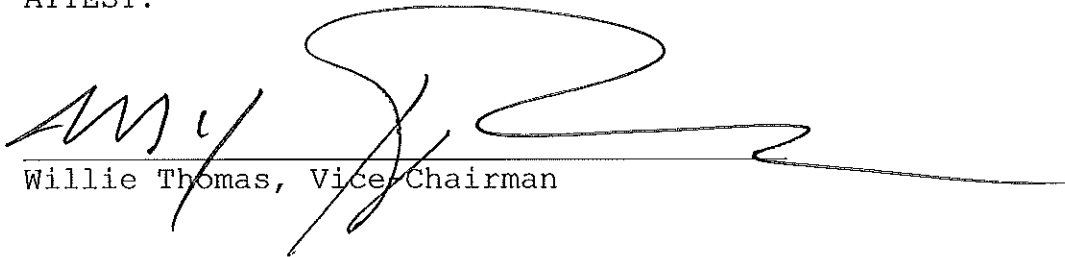
Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was by a roll call vote (Thomas - Aye, Labonte - Aye, Robles - Aye, Quinonez - Aye) unanimously


VOTED: To enter into Executive Session to discuss strategy with respect to litigation 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 Quinonez, it was unanimously

VOTED: To adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 5:49 PM.

ATTEST:


Willie Thomas, Vice Chairman


William H. Abrashkin, Executive Director