

MINUTES OF A REGULAR MEETING  
- OPEN SESSION -  
OF THE SPRINGFIELD HOUSING AUTHORITY  
HELD ON DECEMBER 17, 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 December 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

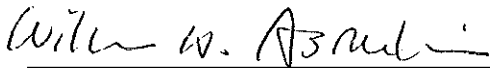
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a Regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, December 17, 2013 in the Conference Room of the Springfield Housing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

SPRINGFIELD HOUSING AUTHORITY  
/s/William H. Abrashkin, Executive Director  
December 13, 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 December 13, 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 4:36 PM, and those present upon roll call were as follows:

PRESENT

ABSENT

Raymond Warren  
Willie Thomas  
Thomas Labonte  
Angela Robles  
Jessica Quinonez

ALSO PRESENT

William Abrashkin  
Michelle Booth  
Howard Coro  
Fidan Gousseynoff  
Wallace Kisiel  
Isabel Serrazina  
Mike Petro, Casterline Associates, PC

The Board reviewed the minutes of November 6, 2013. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was by majority (Commissioner Warren abstained)

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

The Board reviewed the minutes of November 19, 2013. Upon a motion made by Commissioner Quinonez, seconded by Commissioner Labonte, it was by majority (Commissioner Warren abstained)

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

William Abrashkin informed the Board that presentation by Geraldine McCafferty on CHOICE Neighborhood Planning Grant and presentation by Bob Lepage on adult Basic Education Program between STCC, HCC, the SPS and the SHA were postponed until the next meeting.

The Board reviewed a recommendation for approving Change order No.1 with Silk-Town Roofing Inc., requesting an eight part Change to the Contract # C35-2013-24-5 for the roof replacement at John L. Sullivan Apartments.

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

VOTED: To approve Change order No.1 to Contract # C35-2013-24-5 with Silk-Town Roofing Inc., in the amount of

\$31273.71, which will decrease the amount of the contract to \$311,817.29, and maintain the Substantial Completion date at January 8, 2014.

Howard Coro left the Conference room at 4:42 pm.

The Purchasing Manager Isabel Serrazina presented results of the invitation for bids for SHA's 2014 Automobile Insurance Coverage. The Board reviewed the materials on awarding a contract to State Auto property and Casualty Insurance Company in care of FieldEddy.

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

VOTED: To award a contract to State Auto Property and Casualty Insurance Company in care of FieldEddy, Inc., 96 Shaker Road, PO Box 709, E. Longmeadow MA 01028, in the amount of \$36,755.00 based on a \$500.00 per occurrence deductible for the coverage period January 1, 2014 through December 31, 2014.

The Board was presented with the materials on utilizing the SHA facility at 54 - 58 Manhattan Street. The facility will be used by the Department of Mental Health with its vendor, the Center for Human Development, to operate a staffed group residence for 8 clients. In order to accomplish some extraordinary repairs (including 2 new boilers installation, installation of new flooring, and painting all walls within the facility), the SHA will need to draw upon project reserve funds for which an authorization from DHCD if required.

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

VOTED: To approve seeking authorization from DHCD to utilize a sum, not to exceed \$30,500, from the 689-2A & 689 2B Project Reserve, to fund repairs necessary to prepare the facility at 54 - 58 Manhattan Street for a new tenancy.

Deputy Executive Director Michelle Booth informed the Board about the plans for Manhattan St. SHA is planning to enter into a lease agreement, contingent on DHCD approval of the lease document, with the Center for Human Development and the Massachusetts Department of Mental Health to operate a staffed program (24 hours a day, seven days a week) at the SHA's 689

facility at 54-58 Manhattan Street for eight persons with mental and intellectual disabilities with support services to residents to accomplish independence in daily living skills. The term of the contract would be for one year from the contract date and it would be automatically extended for four (4) successive one (1) year periods; the contract would have a requirement of a minimum of a COLA-adjusted rent increase on the contract renewal date each year. Once the lease agreement is drafted it will be brought to the Board's review and approval.

The Board reviewed recommendation to approve removing 425 Central Street (8 two-bedroom units) from the HUD inventory and submit Inventory Removal Application to HUD. The units were damaged by tornado on June 1, 2011 and the building was demolished. William Abrashkin provided brief information on the status of the plans regarding all units, both in federal and state housing, damaged by the tornado.

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

VOTED: To approve Inventory Removal Application (form HUD-52860) to remove 8 two-bedroom units at 425 Central Street from the SHA inventory and authorize Executive Director of SHA William Abrashkin to sign PHA Certification of Compliance Section 18 Demolition/ Disposition on the behalf of the Board of Commissioners.

On the Executive Director report William Abrashkin provided information on moving to 60 Congress Street which is being delayed due to implementing plans on IT system upgrade. As for the operating budget for 2014 it was reported that no budget has been prepared yet since it is too early, however it is expected that for the first few years the expenses and the income will be balanced.

Mr. Abrashkin also reported on the work which has been done on researching the opportunities for re-using the space at 25 Saab Ct. which is currently occupied by the administrative offices of the SHA. The results of the survey conducted among the residents of Saab Ct. indicate a strong interest to using the space for some health and wellness programs. The Executive Director informed about plans to consider opportunities for cooperation with Mercy and Baystate hospitals to establish something like a mini clinic, similar to the Friends of

Homeless resource center, a joint project between Mercy Hospital and the City of Springfield.

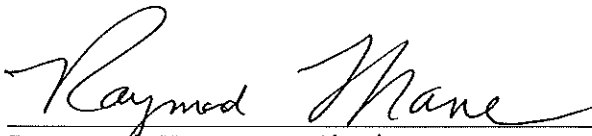
On Old Business the Board Chairman addressed an issue of the Executive Director performance evaluation process. Chairman Warren indicated that as part of the next evaluation process it would be useful to have an input from the asset managers who work with the SHA residents on a daily basis and could provide a valuable information and recommendations to the Board on this issue.

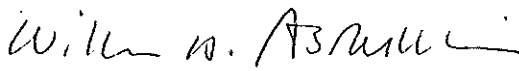
The Board reviewed financial report presented by Mike Petro, Casterline Associates, PC who stated that in general the finances of the SHA look healthy.

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 a Regular Meeting of the Springfield Housing Authority at 5:41 PM.

ATTEST:

  
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Raymond Warren, Chairman

  
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William H. Abrashkin, Executive Director

