

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON APRIL 15, 2014

The members of the Springfield Housing Authority met in Open Session at the Conference Room of the Springfield Housing Authority at 60 Congress St., Springfield, Massachusetts at 4:30 PM on April 15, 2014.

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, April 15, 2014 in the Conference Room of the Springfield Housing Authority at 60 Congress Street, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY

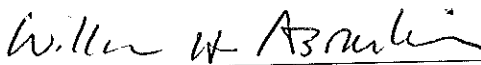
/s/William H. Abrashkin, Executive Director

April 10, 2014

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 April 10, 2014 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
Thomas Labonte
Angela Robles
Jessica Quinonez

ABSENT

Willie Thomas

ALSO PRESENT

William Abrashkin
Michelle Booth
Zenaida Burgos
Nicole Contois
Joseph D'Ascoli
Stephen Ethier
Maura Geary (REB)

Fidan Gousseynoff
John Healy
Wallace Kisiel
Mary Ellen Lowney
Pam Wells

The Board reviewed the minutes of March 18, 2014. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: To approve the minutes of March 18, 2014.

William Abrashkin introduced Maura Geary, Literacy Director, Regional Employment Board; Pam Wells, Director of Resident Services and Zenaida Burgos, Talk! Read! Succeed! Program Coordinator. Maura Geary gave a brief overview of the program and updated on what has been happening to TRS recently. The Program operates in two SHA developments, each of which partners with a nearby public elementary school - Robinson Gardens (Dorman school) and the Sullivan Apartments (Boland school). The program serves about 150 families with approximately 300 children in the target age of birth through 3rd grade. Ms. Geary stressed the importance of parent engagement, parenting education and family self-sufficiency in promoting child education and ensuring the success of the Program. Maura Geary explained why SHA is the best place for this program - the agency provides many opportunities for families and the community, including adult education and job training, quality programs with literacy focus for children; organizes workshops and play groups for families. She also stated that one of the key factors in ensuring the success of the T/R/S! is attendance of summer program. The Hasbro Summer learning Initiative helps SHA children to maintain proficiency level during summer and in many cases even to increase their reading scores.

Zenaida Burgos provided an overview on outreach efforts to identify the families, that would benefit from the Program. Ms. Burgos explained how SHA staff assesses their needs, refers them to some community programs, helps to establish contacts with coordinators at Boland and Dorman schools.

Executive Director William Abrashkin requested the Board to approve additional funding to ensure that the HSLI program can operate at the Boland and Dorman school this summer.

John Healy left the Conference Room at 4:54 pm and returned at 4:55 pm.

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

VOTED: To approve funding for the HSLI in the total amount of \$40,000 (an additional \$36,000 over that already approved) for summer, 2014, funding to come from the COCC, if other funding cannot be secured.

Maura Geary, Zenaida Burgos and Pam Wells left the Conference Room at 4:57 pm.

SHA's IT Director Stephen Ethier updated the Board on the issue of transition to the SHA's new server system. According to Mr. Ethier, 75% of work has been completed - all the equipment has been installed and is working properly, once everything is optimized, everybody at 26 locations will be connected to one server. The delay in finalizing the work is caused mostly by the vendors' problems. Answering Chairman Warren's question, Stephen Ethier assured that the delay is not causing any operational distraction.

The Board reviewed a request to authorize renewal to Contract No. G-2010-8-1 with Lyon & Fitzpatrick, LLP. Mr. Abrashkin stressed that the current arrangement with L&F has been serving the SHA legal needs and even though the cost is an issue, it has decreased over the last few years.

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

VOTED: To authorize renewal to Contract No. G-2010-8-1 with Lyon & Fitzpatrick, LLP through December 31, 2015.

Stephen Ethier and Mary Ellen Lowney left the Conference Room at 5:10 pm.

The Board reviewed a request to approve materials and supplies write-off. Deputy Executive Director Nicole Contois explained what causes the variance and how the SHA works with foremen and managers on reducing potential loss.

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

VOTED: To adopt Resolution #9613 to approve the write-off of \$5,410.95 in missing or unaccounted stock items.

Nicole Contois left the Conference Room at 5:15 pm.

The Board reviewed the materials on awarding contract for bedbugs extermination.

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

VOTED: To award a One (1) Year contract, with options for two additional years to be renewed annually, pending funding availability, to Rest in Peace Pest Control Inc. of East Longmeadow, MA on a "as needed basis". This contract will be paid for utilizing funds from the operating budget of each AMP; appoint Executive Director, William H. Abrashkin as the Contracting Officer authorizing him to execute the contract.

Mary Ellen Lowney returned to the Conference Room at 5:20 pm. Nicole Contois returned to the Conference Room at 5:21 pm.

The Board reviewed the bids for pest control services.

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

VOTED: To award a One (1) Year contract, with options for two additional years to be renewed annually (\$175,350.00 per year), pending funding availability, to Westboro Pest & Termite Control of Milford, MA. This contract will be paid for utilizing funds from the operating budget of each AMP; appoint Executive Director, William H. Abrashkin as the Contracting Officer authorizing him to execute the contract.

The Board reviewed the materials on implementation of new flat rent amounts in accordance with the Appropriations Act of 2014. Deputy Executive Director Michelle Booth provided the flat rent analysis.

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

VOTED: 1) To authorize flat rent for the public housing program to be set as follows, effective 6/1/2014:

0 bedroom unit - 507 - 80% of FMR
1 bedroom unit - 609 - 80% of FMR
2 bedroom unit - 759 - 35% increase of existing rent
3 bedroom unit - 772 - 35% increase of existing rent
4 bedroom unit - 792 - 35% increase of existing rent
5 bedroom unit - 828 - 35% increase of existing rent

2) To revise the ACOP to reflect this change and authorize staff to notify affected tenants of this change to ensure implementation for the new flat rent by the 6/1/14 deadline identified by HUD.

On the Executive Director report William Abrashkin reminded about a Special Board meeting to be held on April 22, 2014. He also thanked Communications and Community Relations Manager Mary Ellen Lowney for preparing a second article on TRS to be published in NAHRO magazine. Mr. Abrashkin informed the Board that at this stage the SHA had to give up the plans on re-using the space at 25 Saab Ct. The SHA had been considering using this space as a clinic or other facility to serve tenants' needs, however, recent and frequent leakages and flood in the building makes impossible putting an office or a clinic until the problem is resolved completely.

Mr. Abrashkin informed the Board that Joe D'Ascoli, who has been the RAO director for many years, has been hired as an Executive Director of the Manchester (CT) Housing Authority and will be leaving the Springfield Housing Authority at the end of April. The Executive Director thanked Mr. D'Ascoli for the excellent job and dedication for many years and for his role in SHA achieving "High Performer" status, with a score of 100%,

under the Section Eight Management Assessment Program (SEMAP) for the last seven years.

On behalf of the Board Chairman Warren wished Joseph D'Ascoli the best and expressed his gratitude for his service to the agency.

Chairman Warren addressed the issue of communicating with the members of the Board via email and reminded the importance of following the Open Meeting Law. He requested the SHA to provide a copy of the Law.

Fidan Gousseynoff left the Conference Room at 5:40 pm and returned at 5:43 pm.

Mary Ellen Lowney presented to the Board the Communications and Community Relations report for the months of January - March 2014 and provided brief information on media coverage, preparing second part of the Talk/Read/ Succeed/ NAHRO journal, distribution of the 1st NAHRO article on T/R/S! Ms. Lowney told about new strategy with regards to distributing the Tenant Newsletter that would help to improve reaching the residents and reduce expenses. Commissioner Quinonez stated that it is important to keep up with distributing the newsletter among the residents.

Michelle Booth left the Conference Room at 5:50 and returned at 5:52 pm. Mary Ellen Lowney left the Conference Room at 5:52 pm.

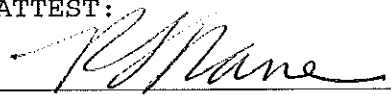
Joe D'Ascolli presented to the Board the Rental Assistance Office report, including information on allocating 160 RAD vouchers, voucher program for the Chronically Homeless, MRVP, fraud repayment activity and the SHA homeownership program, one of the biggest in the state.

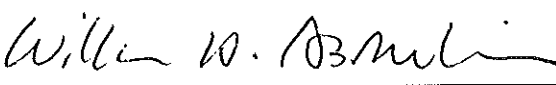
Chairman Warren reminded about the importance of scheduling two more special orientation meetings, one to give the Commissioners an overview of the financial condition of the SHA and another one to provide a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis. It was agreed that after the special meeting a tour of the SHA developments will be organized.

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 Quinonez, it was unanimously

VOTED: To adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 6:15 PM.

ATTEST:


Raymond Warren, Chairman


William H. Abrashkin, Executive Director

Memorandum

To: William H. Abrashkin, Executive Director
CC: Wallace Kisiel, Deputy Executive Director
From: John S. Healy
Date: 3/11/2014
Re: State Capital Improvement Plan 2014

Our department, along with necessary maintenance, property management staff and residents, has identified the following work items as priorities and will be submitted as our new 5 year plan, pending approval of the SHA Board of Commissioners:

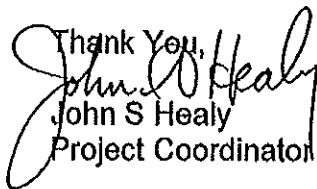
Property

All
Forest Park
Forest Park
Carpe Diem
Harry Hogan

Work

Administration Fees
Kitchen Modernization
Replacement of Zone Valves and Thermostats
Replacement of Zone Valves and Thermostats
Replacement of Zone Valves and Thermostats

If you have any questions please don't hesitate to contact me.

Thank You,

John S Healy
Project Coordinator

DHCD HAFIS - Budget Request

Budget Request

Lha Name : Springfield Housing Authority

No. of Units : 365

Fiscal Year Ending : 3/31/2015

Program : 400-1

Unit Months : 4380

Revision No. : 0 (Original)

Line	ACCT	Classification	PRIOR YEAR APPROVED BUDGET		LHA REQUEST	
			PUM	Amount	PUM	Amount
		REVENUE				
<u>1</u>	<u>3110</u>	Shelter Rent - Tenants			296.8	1300000
<u>2</u>	<u>3116</u>	Shelter Rent - Federal Section 8				
<u>3</u>	<u>3180</u>	Nondwelling Rentals				
<u>4</u>	<u>3400</u>	Administrative Fee - MRVP				
<u>5</u>	<u>3610</u>	Interest on Investments - Unrestricted			0.16	700
<u>6</u>	<u>3611</u>	Interest on Investments - Restricted				
<u>7</u>	<u>3690</u>	Other Revenue			7.99	35000
<u>8</u>	<u>3691</u>	Other Revenue - Retained				
<u>9</u>	<u>3692</u>	Other Revenue - Operating Reserves				
<u>10</u>	<u>3801</u>	Operating Subsidy - DHCD (4001)			251.14	1100000
<u>11</u>	<u>3802</u>	Operating Subsidy - MRVP Landlords				
<u>12</u>	<u>3803</u>	Restricted Grants Received				
<u>13</u>	<u>3920</u>	Gain/Loss From Sale/Disp. of Prop.				
<u>14</u>	<u>3000</u>	TOTAL REVENUE			556.1	2435700
		EXPENSES				
<u>15</u>	<u>4110</u>	Administrative Salaries			106.45	466257
<u>16</u>	<u>4120</u>	Compensated Absences				
<u>17</u>	<u>4130</u>	Legal			3.65	16000
<u>18</u>	<u>4140</u>	Members Compensation				
<u>19</u>	<u>4150</u>	Travel & Related Expenses			1.37	6000
<u>20</u>	<u>4170</u>	Accounting Services				
<u>21</u>	<u>4171</u>	Audit Costs			0.7	3062
<u>22</u>	<u>4180</u>	Penalties & Interest				
<u>23</u>	<u>4190</u>	Administrative Other			4.57	20000
<u>24</u>	<u>4100</u>	TOTAL ADMINISTRATION			116.74	511319
<u>25</u>	<u>4230</u>	Tenant Organization			0.23	1000
<u>26</u>	<u>4310</u>	Water			65.11	285175
<u>27</u>	<u>4320</u>	Electricity			99.89	437500
<u>28</u>	<u>4330</u>	Gas			77.32	338670
<u>29</u>	<u>4340</u>	Fuel			0	0
<u>30</u>	<u>4360</u>	Energy Conservation			0	0
<u>31</u>	<u>4390</u>	Other			0	0
<u>32</u>	<u>4300</u>	TOTAL UTILITIES			242.32	1061345
<u>33</u>	<u>4410</u>	Maintenance Labor			88.91	389420
<u>34</u>	<u>4420</u>	Materials & Supplies			26.26	115000
<u>35</u>	<u>4430</u>	Contract Costs			46.8	205000

36	4400	TOTAL MAINTENANCE			161.97	709420
37	4510	Insurance			17.84	78122
38	4620	Payment in Lieu of Taxes				
39	4640	Employee Benefits			90.31	395574
40	4641	Employee Benefits - GASB 45				
41	4670	Collection Loss			0.11	495
42	4680	Interest Expense				
43	4690	Other General Expense				
44	4500	TOTAL GENERAL EXPENSES			108.26	474191
45	4610	Extraordinary Maintenance				
46	4611	Equipment Purchases - Non Capitalized				
47	4612	Restricted Reserve Expenditures				
48	4715	Housing Assistance Payments				
49	4801	Depreciation Expense				
50	4600	TOTAL OTHER EXPENSES			0	0
51	4000	TOTAL EXPENSES			629.51	2757275
52	2700	NET INCOME (DEFICIT)			-73.42	-321575
		<u>CAPITAL EXPENDITURES</u>				
53	7620	Replacements of Equip. - Capitalized				
54	7640	Improvements & Additions - Capitalized				
55	7600	TOTAL NONOPERATING EXPENDITURES			0	0
56	7600	EXCESS REVENUE OVER EXPENSES			-73.42	-321575

LHA Requested Comments

DHCD Modifications

Lha Name : Springfield Housing Authority

Fiscal Year Ending : 3/31/2016

Program : 400-1

Revision No. : 0 (Original)

DHCD HAFIS - Budget Request

Budget Request

Lha Name : Springfield Housing Authority
 Program : 200-A

No. of Units : 50
 Unit Months : 600

Fiscal Year Ending : 3/31/2015
 Revision No. : 0 (Original)

Line	ACCT	Classification	PRIOR YEAR APPROVED BUDGET		LHA REQUEST	
			PUM	Amount	PUM	Amount
		REVENUE				
1	3110	Shelter Rent - Tenants			300	180000
2	3116	Shelter Rent - Federal Section 8			416.67	250000
3	3190	Nondwelling Rentals				
4	3400	Administrative Fee - MRVP				
5	3810	Interest on Investments - Unrestricted			0.3	180
6	3611	Interest on Investments - Restricted				
7	3690	Other Revenue			5	3000
8	3691	Other Revenue - Retained				
9	3692	Other Revenue - Operating Reserves				
10	3801	Operating Subsidy - DHCD (4001)				
11	3802	Operating Subsidy - MRVP Landlords				
12	3803	Restricted Grants Received				
13	3920	Gain/Loss From Sale/Disp. of Prop.				
14	3000	TOTAL REVENUE			721.97	433180
		EXPENSES				
15	4110	Administrative Salaries			82.08	49245
16	4120	Compensated Absences				
17	4130	Legal			0.41	245
18	4140	Members Compensation				
19	4150	Travel & Related Expenses			0.33	200
20	4170	Accounting Services				
21	4171	Audit Costs			2.18	1308
22	4180	Penalties & Interest				
23	4190	Administrative Other			21.94	13165
24	4100	TOTAL ADMINISTRATION			108.94	64163
25	4230	Tenant Organization			1.88	1126
26	4310	Water			8.28	4966
27	4320	Electricity			0	0
28	4330	Gas			9.25	5550
29	4340	Fuel			0	0
30	4360	Energy Conservation			0	0
31	4390	Other			0	0
32	4300	TOTAL UTILITIES			17.53	10516
33	4410	Maintenance Labor			105.64	63382
34	4420	Materials & Supplies			16.67	10000
35	4430	Contract Costs			53.33	32000

36	4400	TOTAL MAINTENANCE			175.64	105382
37	4510	Insurance			18.68	11206
38	4520	Payment In Lieu of Taxes				
39	4640	Employee Benefits			83.05	49831
40	4641	Employee Benefits - GASB 45	//////////	//////////	//////////	//////////
41	4670	Collection Loss				
42	4680	Interest Expense			113.33	68000
43	4690	Other General Expense				
44	4600	TOTAL GENERAL EXPENSES			215.06	129037
45	4610	Extraordinary Maintenance				
46	4611	Equipment Purchases - Non Capitalized				
47	4612	Restricted Reserve Expenditures	//////////	//////////	//////////	//////////
48	4715	Housing Assistance Payments				
49	4801	Depreciation Expense	//////////	//////////	//////////	//////////
50	4600	TOTAL OTHER EXPENSES			0	0
51	4000	TOTAL EXPENSES			517.04	310224
52	2700	NET INCOME (DEFICIT) -			204.93	122956
		<u>CAPITAL EXPENDITURES</u>				
53	7620	Replacements of Equip. - Capitalized				
54	7640	Improvements & Additions - Capitalized				
55	7600	TOTAL NONOPERATING EXPENDITURES			0	0
56	7600	EXCESS REVENUE OVER EXPENSES			204.93	122956

LHA Requested Comments

DHCD Modifications

Lha Name : Springfield Housing Authority

Fiscal Year Ending : 3/31/2015

Program : 200-A

Revision No. : 0 (Original)