

MINUTES OF A SPECIAL MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON MARCH 11, 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 March 11, 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

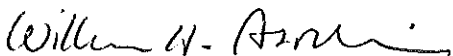
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a Special Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, March 11, 2014 in the Conference Room of the Springfield Housing Authority at 60 Congress Street, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY
/s/William H. Abrashkin, Executive Director
March 5, 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 March 5, 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
Willie Thomas
Thomas Labonte
Angela Robles
Jessica Quinonez

ABSENT

ALSO PRESENT

William Abrashkin
Michelle Booth
Nicole Contois
Fidan Gousseynoff
John Healy

Wallace Kisiel
Mary Ellen Lowney
Geraldine McCafferty, Office of Housing, City of Springfield
Pam Wells

William Abrashkin introduced Geraldine McCafferty, Director, City of Springfield - Office of Housing, who provided an update on Choice Neighborhoods Initiative Planning Process. Ms. McCafferty provided a review of the history of the project, its initial goals and evolution, including planning for replacement of Marble Street Apartments, the impact of casino plan, results of the Housing Market Study undertaken, the efforts toward revitalization of the South End, and the People Plan. Ms. McCafferty explained why the best option would be for SHA to replace the Marble Street units outside of the South End, possibly in one development or in a scatted side model that could include public housing units the SHA would own and/or replacing the units with project-based Section 8 vouchers. Answering Mr. Abrashkin's question the Director of Office of Housing assured that the City is committed to replacing units one by one.

Geraldine McCafferty left the conference room at 4:50 pm.

Chairman Warren invited Director of the Resident Services Department Pam Wells to make a presentation on the overview of the SHA Resident Services Programs. Ms. Wells provided information on various programs run by the RS Department, including Housing Retention Program, GED Classes, Job Readiness & Career Planning, After School, Youth Leadership, & Summer Programs, Talk!Read!Succeed!, Financial Literacy Workshops, Counseling Services, Computer Classes for the elderly and families, ESOL, Elderly Services, Nutrition Training, Head Start, Community Service, Tenant Councils, and Housing First Program which is, according to DHCD, the biggest and most successful program of its kind in the state. Pam Wells told about cooperation with different agencies and organizations, providing social services, as well as with Springfield schools, STCC, Umass etc. According to Ms. Wells, the services provided by the Resident Services Department have assisted many residents with securing steady income, preventing homelessness, enhancing academic performance, career and training planning, finding an employment and, in general, with improving the quality of their lives.

Mr. Abrashkin commented that such a wide spectrum of the services provided by the SHA makes it so different from many other housing authorities, whose goals are limited to providing an affordable and safe housing only.

John Healy, Capital Improvement Senior Project Coordinator, made a presentation on the Henry General Contractors Site Work at Carpe Diem, including replacement of sidewalk, step, handicap ramp, removal of a tree, installing flashing and trim. The Board reviewed a recommendation for Change Order No.1 from Henry General Contractors Inc. requesting a Twelve part change order to contract #

SMOD-2013-26-11 for additional work in conjunction with the Site Work at Carpe Diem.

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

VOTED: To approve contract Change Order No. 1 in the amount of \$2,854.50 to Contract # SMOD-2013-26-11 with Henry General Contractors Inc. for the changes as described by in the letter from John Furman of VHB (Exhibit 1) and Change Order 1 documents, making the new contract amount \$158,754.50.00; pending the approval of DHCD.

The Board reviewed a request for permission to publically bid a "proprietary" specification for the Phase II replacement of window sashes at Forest Park Manor.

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

VOTED: To approve the public solicitation of a "proprietary specification" for the Phase II replacement of window sashes, as part of the Capital Improvement Plan fish # 281103 at Forest park Manor (667-3), subject to the review and approval of the Department of Housing & Community Development.

The Board reviewed a request to authorize the SHA to enter into a contract for supplemental police services with the Springfield Police Department. The terms of this contract remain unchanged for FYE 3/31/2014. Michelle Booth presented information on cooperation between the SHA and the Springfield Police Department. The SPD staff members provide the Crime Prevention Office with regular incident reports, patrol the developments, do field interviews and visits of domestic violence victims, assist SHA with enforcing its parking policy, and provide educational meetings and training with the residents.

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

VOTED: To approve the execution of a one-year contract for supplemental police services with the Springfield Police Department, in an amount not to exceed \$150,000, for a period commencing on April 1, 2014 and ending on March 31, 2015.

Mary Ellen Lowney left the Conference Room at 5:30 pm.

The Board reviewed a lease addendum between the SHA and the Massachusetts Department of Developmental Services, which operates a residential program at 17 -19 Eagan Street 24/7 to provide training and support services to eight residents necessary to accomplish independence in their daily living skills. The SHA is invoking a

clause in the contract that allows for an annual rent increase in the amount equal to the federally-determined COLA increase.

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

VOTED: To authorize the Executive Director to execute a contract addendum with the Massachusetts Department of Developmental Services that increases the monthly rent for the property leased at 17 -19 Eagan Street to \$2,026.57. This new rental amount has been calculated by applying the 2014 Cost of Living Allowance (1.5%) increase to last year's rental amount.

The Board reviewed a lease addendum between the SHA and Gandara Center for a residential substance abuse recovery program at 33 Arch Street. The Massachusetts Department of Mental Health is also a signatory to the addendum. The SHA is invoking a clause in the contract that allows for an annual rent increase in an amount equal to the federally-determined COLA increase (1.5%).

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

VOTED: To authorize the Executive Director to execute a contract addendum with the Gandara Center and Massachusetts Department of Mental Health that increases the monthly rent for the property leased at 33 Arch Street to \$5,650.51. This new rental amount has been calculated by applying the 2014 Cost of Living Allowance (1.5%) increase to last year's rental amount.

The Board reviewed the minutes of January 21, 2014. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To approve the minutes of January 21, 2014.

On the Executive Director's Report William Abrashkin provided an update on moving to 60 Congress Street and upgrading the computer systems. He stated that the new phase will start at the end of March with the Purchasing and Facilities/ Capital Improvement Departments moving to new office. The Rental Assistance Office will move during the second phase and, by April 17, the relocation will be completed with the moving of Finance & Accounting Department.

On the issue of strategic planning chairman Warren stated the Board will be able to review this matter after a series of special meetings suggested at the previous Board meeting. Chairman Warren also invited the Board members to provide any comments or ask questions with regards to the waiting list, occupancy, and public safety reports. With regards to the latter Executive Director Abrashkin noted on a considerable decrease in criminal activity and number of incidents at the SHA developments.

Chairman Warren asked for the Board's consideration to enter into Executive Session. 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 litigation and to consider the purchase, exchange, lease or value of real property and to not reconvene in Open Session.

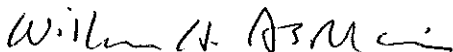
There being no further business to come before the members of the Springfield Housing Authority, upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was unanimously

VOTED: To adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 5:50 PM.

ATTEST:



Raymond Warren, Chairman



William H. Abrashkin, Executive Director

EXHIBIT 1

Transportation
Land Development
Environmental
Services



imagination | innovation | energy Creating results for our clients and benefits for our communities

Vanasse Hangen Brustlin, Inc.

February 10, 2014

John Healy, Project Coordinator
Springfield Housing Authority
117 Sanderson Street
Springfield, MA 01104

Re: Contractor Change Order No. 1
Carpe Diem Apartments

Dear Mr. Healy:

Vanasse Hangen Brustlin, Inc. (VHB) has prepared the attached Change Order No. 1 for the Carpe Diem Apartments in Springfield. You will note that there are 12-items listed within the change order, which cover a range of items through the project.

In general, a change in design associated with the landing and step replacement resulted in a credit to the project. Once in the field, we determined that the portion of the landing foundations underground were still solid and suitable for reuse. Utilizing the resulting credit, additional work was authorized which included removal of a tree which was heaving the adjacent sidewalk, and replacement of the affected sidewalk panels, replacement of additional sidewalk to provide a finish product which was consistent, and installing flashing and trim at the locations where the landings were replaced. Additionally, due to the presence of underground utilities near the Accessible Ramp portion of the project, the existing ramp foundation could not be removed without affecting power to the adjacent building. The design was altered to reuse the existing foundation to support the new wood ramp system.

All the changes above, and as identified on the Change Order, result in an increase to the Contract total of \$2,854.50, which is 1.83% of the total contract value. Given that we have reached Substantial Completion, we do not anticipate any further Change Orders.

We trust this information is sufficient for your use. Please do not hesitate to call should you have questions or need additional information.

Sincerely,

A handwritten signature in cursive script that reads "John J. Furman".

John J. Furman, P.E.
Managing Director, Springfield Office

Vanasse Hangen Brustlin, Inc.

One Federal Street, Building 103-3N
Springfield, Massachusetts 01105



CHANGE ORDER

Number **1**

Owner: Springfield Housing Authority Date: 02-06-14 FISH No: 281086
 Development Number(s): _____
 Contractor: Henry General Contractors Architect: Vanasse Hangen Brustlin
1464 State Street One Federal Street
Springfield, MA 01109 Springfield, MA 01105
 Telephone No: 413-301-5655 Telephone No: 413-747-7113
 Fax: _____ Fax: 413-747-0916
 Email: hgolnc@comcast.net Email: lfurman@vhb.com

The following change is ordered in accordance with Article 8 of the General Conditions of the Contract:

- 1) Change in landing construction to reuse existing foundallons. deduct: \$4,104.00
- 2) Add qty (1) step replacement add: \$ 239.00
- 3) Add flashing and trim board replacement at (8) landings: add:\$1,200.00
- 4) Add sidewalk demolition-115 square feet: add:\$ 345.00
- 5) Add sidewalk gravel base excavation-4.3 cubic yards: add:\$ 43.00
- 6) Add new concrete sidewalk and base-40 lineal feet: add: \$1,000.00
- 7) Add removal on existing tree and stump: add:\$1,200.00
- 8) Add loam and seed in tree belt from tree removal: add:\$ 929.50
- 9) Add new sidewalk and base at tree removal area: add:\$2,002.00
- 10) Deduct for work eliminated by change in ramp design (attach): Deduct:\$3,142.00
- 11) Additional work to support change in ramp design (attached) add:\$2,760.00
- 12) Add white PVC lattice to underside of ADA Ramp: add:\$ 362.00

| | |
|---|-----------------|
| The Work described above shall increase the Contract Sum by: | \$ 2,854.50 |
| The Work described above represents an increase in the <u>Original</u> Contract Sum of | 1.83 % |
| The effect of all Change Orders (including this one) is to increase in the <u>Original</u> Contract Sum by: | 1.83 % |
| The Work described above shall increase the Contract Time by | 4 calendar days |

The conditions hereinbefore referred to are as follows:

- A. The aforementioned change and work affected thereby is subject to all contract stipulations and covenants.
- B. The rights of the Owner are not prejudiced.
- C. All claims against the Owner which are incidental to or a consequence of the aforementioned change are satisfied.
- D. This change order is not valid until approved by the Owner, Architect, and DHCD.
- E. Signature of the Contractor indicates agreement herewith, including adjustment to contract sum and/or contract time.

The above named Housing Authority met on _____ and voted to approve this Change Order:

Certified: _____

Approved: Architect
 Firm: VANASSE HANGEN BRUSTLIN
 By: JOHN FURMAN
 Date: 2/6/14

Reviewed: Construction Advisor
 Dept of Housing & Community Development
 By: _____
 Date: _____

Approved: Contractor
 Firm: Henry General Contractors, Inc
 By: [Signature]
 Date: 2/6/14

Approved: Director of Construction Management
 Dept of Housing & Community Development
 By: _____
 Date: _____

Henry General Contractors, Inc.

1-64 State Street
Springfield, MA 01109

Estimate

| Date | Estimate # |
|-----------|------------|
| 12/6/2013 | 2 |

| Name / Address |
|--|
| Springfield Housing Authority 117 Sanderson Street Springfield, MA 01107 |

| Description | Qty | Rate | Project | |
|---|-----|----------|-------------------|--|
| | | | Total | |
| Remove Tree & stump | 1 | 1,200.00 | 1,200.00 | |
| Replace tree bolt with loam. Seed in spring | 1 | 929.50 | 929.50 | |
| Remove and replace 3 sidewalk slabs | 1 | 2,002.00 | 2,002.00 | |
| Total | | | \$4,131.50 | |

REVISIONS TO CONTRACT WORK ORDER

| Revised | Contract | Quantity | Unit | Description | Rate | Amount | Subtotal |
|---------|---------------------------------------|----------|------|---|----------|-------------|--------------------|
| | Landing Core-Double (revised) | | | | | | |
| | | 2.8 | cy | excavation: 56x62 | \$15.00 | \$42.00 | |
| | | 1.5 | ft | sawcutting (5'-4.5') | \$5.00 | \$7.50 | |
| | | 22.5 | SF | concrete demolition-walls (0.67' x 1.5' x 1.5') | \$12.00 | \$270.00 | |
| | | 2.5 | SF | concrete demolition-slab (5' x 5') | \$12.00 | \$300.00 | |
| | | 8 | ea | drilling and pinning | \$20.00 | \$160.00 | |
| | | 1.1 | cy | backfill (2x2x4) | \$15.00 | \$16.50 | |
| | | 0.75 | cy | concrete (1.57x1.2x1.5) + (1.3x0.5x5) | \$100.00 | \$75.00 | |
| | | 2 | ea | step | \$239.00 | \$478.00 | |
| | | | | subtotal | | | \$1,177.50 |
| | Landing Core-Double (original) | | | | | | |
| | | 3.5 | cy | excavation: 56x62 | \$15.00 | \$52.50 | |
| | | 1.9 | ft | sawcutting (5'-4.5') | \$5.00 | \$9.50 | |
| | | 28.5 | SF | concrete demolition-walls (0.67' x 1.5' x 1.5') | \$12.00 | \$342.00 | |
| | | 4.5 | SF | concrete demolition-slab (5' x 9') | \$12.00 | \$540.00 | |
| | | 8 | ea | drilling and pinning | \$20.00 | \$160.00 | |
| | | 1.4 | cy | backfill (2x2x4) | \$15.00 | \$21.00 | |
| | | 1 | cy | concrete (1.57x1.2x1.5) + (1.3x0.5x5) | \$100.00 | \$100.00 | |
| | | 1 | ea | step | \$239.00 | \$239.00 | |
| | | | | subtotal | | | \$1,549.50 |
| | Step Replacement Core-Formed | | | | | | |
| | | 5 | ft | sawcutting | \$5.00 | \$25.00 | |
| | | 5 | ft | concrete demolition-footing (1x1) | \$7.00 | \$35.00 | |
| | | 2 | ea | drilling and pinning | \$20.00 | \$40.00 | |
| | | 0.1 | cy | backfill (1.5x1.5x7) | \$15.00 | \$1.50 | |
| | | 1 | ft | sidewalk patching | \$100.00 | \$100.00 | |
| | | 0.5 | cy | concrete | \$75.00 | \$37.50 | |
| | | | | subtotal | | | \$239.00 |
| | Contract Amounts | | | | | | |
| | | 4 | | single replacement | | \$4,177.50 | |
| | | 6 | | double replacement | | \$4,710.00 | |
| | | 22 | | step | | \$9,297.00 | |
| | | 1 | | Add: Concrete Step | | \$5,258.00 | |
| | | 8 | | Add: Trim/Finishing | | \$229.00 | |
| | | 11.5 | | Add: SW Demo-Conc | | \$1,200.00 | |
| | | 4.3 | | Add: SW Demo-Bere | | \$3.00 | |
| | | 40 | | Add: SW Conc | | \$945.00 | |
| | | | | subtotal | | | \$1,000.00 |
| | | | | subtotal | | | \$22,092.00 |
| | Original Contract Amounts | | | | | | |
| | | 4 | | single replacement | | \$4,441.50 | |
| | | 6 | | double replacement | | \$5,766.00 | |
| | | 22 | | step | | \$12,445.00 | |
| | | | | subtotal | | | \$23,389.00 |

FROM: HENRY GENERAL CONTRACTORS

On December 2 while excavating within the existing ramp foundation, the excavator hit what appeared to be the main power feeds to the building. The dig-safe markings showed the power approximately 1 foot outside and to the front (street side) of the foundation. The wires that were hit entered the foundation from the pole side and exited the foundation to the front where dig-safe had marked the wires to be.

On December 3 John Healy, you and I met on site to review the situation and determine what corrective actions needed to occur in order to continue with the new ramp. I suggested calling in an electrician to examine the pulled wires which we all assumed to be live. Upon examination it was discovered that the wires that had been disturbed were actually abandoned wires (probably the original feeds temporarily routed through the foundation when the ramp was built). The new feeders run just outside of the foundation where dig-safe indicated. Due to the close proximity of the new line it was agreed that rather than risk it's damage, the existing foundation be saw cut 6" above grade and the new ramp built upon the existing foundation where possible. In addition to the electrical that ran parallel to the foundation and the new ramp, it was also noted that the building's gas feed and the same main electrical feed crossed perpendicular to the ramp and would have to be worked around.

We proceeded to excavate the balance of the foundation and the end of the ramp in order to saw cut, set the sono tubes and allow the building inspector to verify, per his request, that all piers and foundations were set to a four foot depth vs the three foot indicated on the plans.

Please find attached a change order for the new ramp.

| | | |
|-------------|--|---------------------|
| D E D U C T | Work not done | |
| | 50' footing demo | \$7 lin/ft = \$350 |
| | 3.5' deep x 50' = 175 s/f wall demo | \$12 sq/ft = \$2100 |
| | 1' x 1' x 50' footing backfill = 50 cu/ft = 1.85 yds | \$15 yd = \$ 27.75 |
| | 175 sq/ft x .66 = 115.5 cu/ft = 4.28 yds | \$15 yd = \$ 64.20 |
| | 8ea x 3' sonotube piers | \$75ea = \$ 600 |
| | Total Credit | \$3142 |

Additional work

50' saw cut 8" reinforced foundation \$28 lin/ft = \$1400
 (note: saw cutting of \$5 per ft was carried in previous change order. \$5 per ft covers 4"-5" vertical depth saw cutting on level surface, using gas partner saw. \$28 per ft covers cutting 8" reinforced foundation walls horizontal with hydraulic equipment.)

Electrician =\$100

| | | |
|----------|---|-------------------|
| ↑ TOW | 2' additional ramp as result of working around gas and electrical | |
| | 2'x5'x4' = 40 cu/ft = 1.48 cu/yds excavation | \$15 yd=\$22.20 |
| | 2'x5'x4' = 40 cu/ft = 1.48 cu/yds backfill | \$15 yd=\$22.20 |
| | 2' ramp including framing/decking/guardrail/handrail/hand digging | = \$500 |
| | 2 additional 4' sonotubes | \$100 ea = \$200 |
| | Change from 3' to 4' depth, per building Inspector, 8' from existing foundation to extra ramp length. | |
| | 8' long x 5' wide x 1' deep = 40 cu/ft = 1.48 cu/yds excavation | \$15 yd=\$22.20 |
| | 8' long x 5' wide x 1' deep = 40 cu/ft = 1.48 cu/yds backfill | \$15 yd=\$22.20 |
| | Equivalent of 2 extra 3' sonotubes | \$75 ea = \$150 |
| | 6" additional fill top of existing foundation 150 sq/ft x .5' = 2.77 yds | \$15 yd = \$41.67 |
| | Total additional | = \$2780 |

| | | |
|----------|------------|----------------|
| ↑ TOW | Difference | = \$362 Credit |
|----------|------------|----------------|

In the spring once graded 90% of the raw cuts should be covered by soil. I suggest taking any credit from the final agreed to change order and installing vinyl lattice on a pvc framework from the bottom of the framing to grade. This will give the ramp a very finished look and prevent debris and animals from getting under the ramp.

