

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

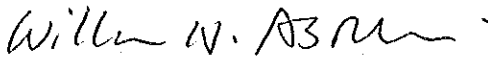
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a Regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, June 17, 2014 in the Conference Room of the Springfield Housing Authority at 60 Congress Street, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY  
/s/William H. Abrashkin, Executive Director  
June 12, 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 June 12, 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  
Alexandra Curet  
Juan Curet  
Kassandra Curet  
Lisandra Figueroa  
Fidan Gousseynoff

John Healy  
Wallace Kisiel  
Mary Ellen Lowney  
Jimmy Mitchell  
Ahmad Moge (arrived at 4:46 PM)  
Robert Smith, ATC Cardno Inc.  
Martin Stevens, ATC Cardno Inc.  
Pam Wells  
Brian Williams, ATC Cardno Inc.

The Board reviewed the minutes of April 22, 2014. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez, it was by a majority vote (Commissioner Thomas abstained)

VOTED: To approve the minutes of April 22, 2014.

The Board reviewed the minutes of May 20, 2014. Upon a motion made by Commissioner Robles, seconded by Commissioner Quinonez, it was by a majority vote (Commissioner Thomas abstained)

VOTED: To approve the minutes of May 20, 2014.

Chairman Warren informed that since one of the recipients of Farris Mitchell scholarship has not arrived yet, reviewing of the 1<sup>st</sup> item on the agenda would be postponed.

Jimmy Mitchell left the Conference Room at 4:32 PM.

Reviewing of the New Business started with a discussion on Change Order #10 to Contract 35-1-2002-3-29 with Cardno ATC Inc. Wallace Kisiel provided some historic background of the problem which goes back to 1973, when the building was first occupied and the oil from an old huge boiler was left in the ground. Only in 1992 when a spill of oil was observed during the removal of underground storage tanks at the maintenance garage at 82 Division Street, it was decided to start implementing measures on remediating the contaminated soil. Contractors, hired by the SHA in 1992, removed about 52000 gallons of contaminated soil, however, the remaining soil was left in place and for several years further clean-up of the spill was not conducted. In 2001, when the oil had spread out significantly, by a DEP order, SHA hired a new contractor, ATC.

Mr. Kisiel then invited representatives of ATC Cardno to introduce themselves and provide further information. Martin Stevens, the Area Manager and Robert Smith, Operations Manager, explained that in 2003 they began operating a bioremediation oil treatment system that allowed removing of almost 800 gallons of oil and that the company is now ready to close the site.

Ahmed A. Moge and Jimmy Mitchell entered the Conference Room at 4:46 PM.

Mr. Warren commented about all the frustration caused by this issue because of so much public money was wasted over the years and inquired if ATC was acting in best interests of the SHA. Mr. Stevens assured that

the company has not been acting as a DEP agents but has been advocating for the SHA and has done its best to close the site as soon as possible. In response to Commissioner's Robles's question Mr. Smith provided information on what needs to be done to close the site and also answered Chairman Warren's question about several thousand dollars spent on the surveyor by explaining what Activity and Use Limitation Requirement is.

Commissioner Thomas made a motion to amend the Recommendation to state that the amount shall not exceed \$25,056.00. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles it was unanimously

VOTED: To approve contract Change Order N.10 in the amount not to exceed \$25,056.00 to Contract #35-1-2002-3-29 with Cardno Atc Inc., making the new contract amount \$457,629.60, and extending the Substantial Completion date by three hundred sixty five (365) days, making the new Substantial Completion date July 01, 2015.

Brian Williams, Martin Stevens, and Robert Smith left the Conference Room at 4:59 PM.

Chairman Warren welcomed the recipients of Farris Mitchell Scholarship and Jimmy Mitchell, Youth Engagement Coordinator, who was introduced by Executive Director Abrashkin, indicating that the scholarship was named after his father, a long-time resident of the SHA. Mr. Mitchell expressed his gratitude to the SHA and emphasized the importance of the scholarship to the SHA residents. Ahmad Moge, a resident at Robinson Gardens and a recipient of Farris Mitchell Scholarship, told that he had never been to school before he came to the US at the age of nine and that he is proud to be the 1<sup>st</sup> child in the family to graduate High School. He told about his plans to continue his education at the Springfield Technical Community College and that he will follow his late father's dream to become a doctor. Another recipient of the scholarship, Kassandra Curet, a Putnam School graduate, is planning to attend Holyoke Community College to become a registered nurse specialized in hospice care. Kassandra and her father also thanked the SHA for the support.

Alexandra Curet, Juan Curet, Kassandra Curet, Lisandra Figueroa, Mary Ellen Lowney, Jimmy Mitchell, and Pam Wells left the Conference Room at 5:10 pm.

The Board reviewed the materials on Electrical Supply Bid presented by John Healy. Upon a motion made by Commissioner Labonte, seconded by Commissioner Thomas it was unanimously

VOTED: To make the following contract award recommendations totaling \$76,030.94

| Suppliers  | PO Amount   | # Awarded Items |
|--|-------------|-----------------|
| Graybar Electric<br>31 Pearson Way, West Springfield, MA 01089 | \$27,670.59 | 28 items        |
| Hampden Zimmerman<br>274 Taylor Street, Springfield, MA 01105  | \$20,065.85 | 16 items        |

|   |             |          |
|---|-------------|----------|
| <b>JR Kakley &amp; Sons</b><br>10 Allen Street, Springfield, MA 01101           | \$2,375.75  | 4 items  |
| <b>Twin City Supply Co.</b><br>233 Harris Avenue, Providence, RI 02903          | \$9,749.05  | 21 items |
| <b>Wattsaver Lighting Products</b><br>22 Thomas Street, East Hartford, CT 06108 | \$16,169.70 | 19 items |

The Board reviewed the materials on contract award for Emergency Lighting Preventative Maintenance services. John Healy informed about preventative works done at all common areas and exit signs every July and December. In response to Chairman Warren's comment on a gap in quotes provided by two companies which responded to the bid request, Mr. Healy stated that he had contacted the lowest bidder to confirm their rates and the list of services required. The company confirmed that all the information they had submitted was correct.

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 (\$3,496.50 per year), pending funding availability, to Total Lighting Services, LLC of Watertown, CT. 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 the final completion work for the various site works at Carpe Diem. John Healy presented pictures of the completed work including new handicap ramps, sidewalks, and railings. He noted that due to a limited budget the SHA did not have an opportunity to make all the necessary renovations but the most important repairs were completed.

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

VOTED: To accept the Final Completion paper work for the Various Site Work at Carpe Diem project, release Retainage to Henry General Contractors Inc. in the amount of \$7,938.00, and closeout the project.

The Board reviewed the materials on awarding a contract for security alarm and electronic system repairs, including intercom systems, alarm keypad panels, buddy alarms, and FOBs. Mr. Healy indicated that the current contractors - Wel-Design - did not follow the terms of the bid and now the lowest bidder is Collins Electric Company. Mr. Healy also indicated that apart from service fees the contract also stipulates monitoring fees. In response to Chairman Warren's question Wallace Kisiel confirmed that this contract was for security alarms and not fire alarms. Answering Commissioner Quinonez's question if the SHA had ever worked with Collins Electric, Wallace Kisiel indicated that it did not

but the agency has received positive references, including from the SHA electrician.

Upon a motion made by Commissioner Thomas, 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 (\$5,259.90 per year), pending funding availability, to Collins Electric Company of Chicopee, 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.

Mr. Abrashkin started the Executive Director's report with providing information on a conference call with the person who wrote down an article on recycling in housing in the same edition of NAHRO magazine where an article on Talk!Read!Succeed! was published. He informed that some potential opportunities on significant savings on recycling were discussed during the conversation and stated that more details will be provided later as a separate agenda issue.

The second item reviewed by Mr. Abrashkin was Savings and Efficiency. He stated that he and Michelle Booth met with Stephen Either to get an update on when the work on upgrading IT system will be completed. Mr. Either explained that some delays are contractor related but another problem is that he spends a tremendous amount of time on running between the offices trying to keep the old antiquated computer systems working. As one of a very few employees who is in a unique position, working with all the departments and staff members, Stephen Either addressed an issue of inefficiencies and potential savings from eliminating those inefficiencies. Following that conversation, a working group to determine the ways on cutting SHA expenses and running the business more efficiently was established. In response to Chairman Warren's request to provide an example, Mr. Abrashkin explained how establishing a modern uniformed system, where all the departments use the same protocol and same software, could save many man-hours and much money.

Mr. Abrashkin continued his report on providing information on how the SHA is cooperating with the City of Springfield on bringing Teach for America program to Springfield. The program participants work with different Springfield schools including those two schools that partner with the SHA's Talk! Read! Succeed! This is another ongoing educational project that is very important to the SHA residents.

Continuing the subject of T!R!S! Mr. Abrashkin informed the Board that thanks to Senators Walsh and Gandaras for the 1<sup>st</sup> time in three years of the project, the State Senate will be reviewing an initiative on allocating \$250,000 to the project.

Mr. Abrashkin informed the Board that the Springfield Housing Authority, which was a high performer last year, was not able to get enough points this year and now is a standard performer. The SHA scored 88 which is a very good score and only short of two points from regaining the status

of high performer. Mr. Abrashkin had requested the Deputies to review an opportunities to appeal.

Mr. Abrashkin told about an article read in the Boston Globe newspaper about a new 17 million dollar educational and community center built recently for the Boston Housing Authority residents. He informed the Board that the project was implemented by an agency whose director, Ron Ancrum, used to be the president of the Community Foundation in Springfield. Mr. Abrashkin contacted Mr. Ancrum asking to consider a possibility of opening a similar center in Springfield. The Executive Director indicated how much more services and assistance could have been provided to the SHA families if the agency would have centers like this.

Mr. Abrashkin completed his report with informing the Board that the SHA is applying for the Safety Grant and, in order to be eligible for the \$250,000 Grant, the agency must provide up to \$10,000 from its budget so at the next meeting the Board will be requested to vote on this matter.

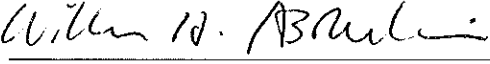
Mr. Abrashkin also reminded about the Special meeting on June 19<sup>th</sup> where Mike Petro and Nicole will present information on the SHA finances. It was decided that the next meeting in the special series of the Board meetings, where Mr. Abrashkin will present his SWOT analysis, will be held in August. Commissioner Quinonez suggested to hold another meeting and ask the District Managers to provide their SWOT analysis as well, indicating how important it is for the Board members to get information from those staff members who work directly with the residents. Chairman Warren and Executive Director Abrashkin supported the idea of organizing this meeting in September or October. Wallace Kisiel stated that if the Board members want to meet without Deputies Executive Director being present, then the format of the meeting must be changed, it cannot be a Board meeting. Mr. Abrashkin also indicated that it can be a subject of Union negotiations and will arise a question on how their time will be paid if they meet with the Board members after their regular hours.

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 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