

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON OCTOBER 21, 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 October 21, 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

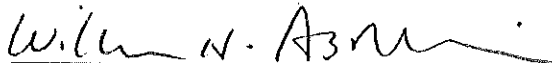
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a Regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, October 21, 2014 in the Conference Room of the Springfield Housing Authority at 60 Congress Street, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY
/s/William H. Abrashkin, Executive Director
October 17, 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 October 17, 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 (arrived at 4:32 pm)
Thomas Labonte
Angela Robles
Jessica Quinonez

ABSENT

ALSO PRESENT

William Abrashkin
John Barbieri, Police Commissioner
Blanca Berrios

Michelle Booth (arrived at 4:31 pm)
Nicole Contois
Rosa Lebron
Fidan Gousseynoff
Wallace Kisiel

Upon completion of the roll call the Chairman Warren asked for the Board's consideration to enter into Executive Session. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez, it was by a roll call vote (Warren - Aye, Labonte - Aye, Robles - Aye, Quinonez - Aye) unanimously

VOTED: To enter into Executive Session to discuss deployment of security personnel and to reconvene in Open Session.

The Board reconvened in Open Session at 4:49 pm.

The Board reviewed the minutes of September 16, 2014. Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was unanimously

VOTED: To approve the minutes of September 16, 2014.

The Board reviewed the minutes of October 14, 2014. Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was unanimously

VOTED: To approve the minutes of October 14, 2014.

The Board reviewed the materials on awarding Contract for Appliances (Stoves, Refrigerators, Wall Ovens) supply. Wallace Kisiel presented information on the bid and informed that apart from publishing an advertisement and posting it on the Central Register, IFB has been sent out directly to big vendors like PC Richard's, GE, and Lowe's.

Nicole Contois left the Conference Room at 4:55 PM.

Answering Commissioner Quinonez's question, Mr. Kisiel explained that refrigerators are not given out to all residents. Only apartments at Gentile, Riverview and handicap accessible units are supplied with refrigerators. He also clarified that Energy Star refrigerators that are be given out to residents at some other developments for free through National Grid is not a part of this bid. The SHA has been coordinating the free Energy Star refrigerators supply program for almost three years - units at Duggan and some apartments at Riverview have been already provided with free energy saving refrigerators and there is a possibility that a similar program for air conditioners supply will be implemented in the future. Answering other questions Mr. Kisiel also explained why such a program cannot be implemented for stoves supply. Answering Commissioner Labonte's question about the bid he informed that the number of items in the award is an anticipated number. In response to Chairman Warren's question Wallace Kisiel explained that since it is not possible to store almost 300 units at the warehouse, the SHA is planning to use drop shipping services. He also

provided information on how the agency informs local vendors about its bids.

Nicole Contois returned to the Conference Room at 4:58 PM.

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

VOTED: To approve the following contract award for Appliances

Suppliers	PO Amount	#Awarded Items
General Electric Company 307 N. Hurstbourne Pkwy. Louisville, KY 40222	\$36,370.00	110 items
Builder Direct 17437 Third Street Detroit, MI 48203	\$25,543.70	50 items
PC Richard 150 Price Park Way Farmingdale, NY 11735	\$8,950.00	30 items
Tonzof Inc. 11111 West 6 th Ave. #D Lakewood, CO 80215	\$28,124.00	100 Items

Deputy Executive Director Michelle Booth presented to the Board materials on the SHA Domestic Violence, Stalking, and Sexual Assault Policy. She reminded the Board that October is Domestic Violence Awareness Month and as an agency with over 50 employees, the Springfield Housing Authority is required under Chapter 260 of the Acts of 2014 to provide up to 15 days time off to victims of domestic violence, sexual abuse or kidnapping.

Ms. Booth explained that the Policy was prepared on the basis of the State Policy by her, the Human Resources Manager Kathy Hardy and the RAO Participants Services Director Loleta Collins, who was for many years an expert at the Department of Transitional Assistance and brought to the SHA a great experience. Commissioner Robles suggested amending the definition of Domestic Violence to include, apart from family and household members, persons with substantive dating relationship, because a victim and an abuser might be living at different residences and not be family members or same household members. Ms. Booth supported the idea and it was decided to amend the text of the Policy accordingly. Answering Executive Director Abrashkin's question, Michelle Booth stated that for the last years there have been at least 6 incidents involving domestic violence reported to the management. In response to Commissioner Quinonez's question about what kind of documentation can be presented to prove that an employee is a victim of domestic violence if that employee does not want to report an incident to the police, Ms. Booth referred to the Policy and explained that a letter from the victim's doctor or therapist can be provided and will be considered as a proof.

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

VOTED: To adopt Resolution #9623 to approve the Springfield Housing Authority's Sexual Assault, Stalking, and Domestic Violence Policy.

The Board reviewed the materials with regards to the new Fair Market Rents schedule that was published in the Federal Register dated October 1, 2014. Michelle Booth provided information on the background of the issue and explained in details what the numbers in chart on the materials provided stand for, specifically how payment standards are determined. Director of the Rental Assistance Office Blanca Berrios explained that the SHA intends to keep the standards at the same level as it was last year.

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

VOTED: To approve the new Fair Market Rent and Payment Standards as stated in the Attachment 1 to be effective as of October 1, 2014.

The next issue on the agenda was approving RAO Utility Allowance Schedule but since no materials have been provided to the Board in advance it was decided that the Board will be presented with the Executive Director's Report while copies of the Memo on Utility Allowance are being made.

Executive Director Abrashkin started his report with an update on Real Estate Development Project Coordinator Sean Cahillane who was injured while at work. Mr. Abrashkin continued with informing the Board about the SHA's decision not to hire Purchasing Manager but to combine two positions - Purchasing Manager and Senior Capital Improvement Project Coordinator into one. He expressed gratitude to Wallace Kisiel and Kathy Hardy on re-tooling this position that would allow the SHA to save more than \$50,000 annually while bringing more efficiency to the agency's work. John Healy will be working as a Purchasing manager while keeping some of his Capital Improvement responsibilities. Part of his old duties will be assigned to other staff members of the Capital Improvement Department.

The next item on the Executive Director's report was the plan of the owner of the lot adjacent to Jenny Lane Apartment to build a big project there that might become a great burden to the traffic for the development. Mr. Abrashkin stated that he, together with Sean Cahillane and Attorney Chesky will be negotiating with the owner of the package store for more neighbor friendly arrangements. He explained that the agency does not oppose an idea itself because the lot, where the project is planned to be built, has been a problem for the agency for many years - the abandoned gas station has been causing congregations with

drinking, fighting, broken glass etc. Mr. Abrashkin stated that, if done correctly, the negotiations will bring many benefits to the residents while eliminating many safety and disturbance problems. The Springfield Housing Authority's goal is to re-route the way to unload some traffic from the Jenny Lane Apartments and create more buffer zone. Answering Chairman Warren's question if the Springfield Housing had ever tried to purchase the lot, Judge Abrashkin responded that the SHA had been trying numerous times to contact BP who owned the gas station to negotiate the terms but no response had been received and all the attempts to find a right person at BP to whom this issue could be addressed have not brought any results. Chairman Warren indicated the importance of being vigilant in the negotiations taking into account all the factors involved with the site - the density, parking, access, traffic, and zoning issues.

The next item on the report was Robinson Gardens which is in great need of a learning center or a community center, similar to the one at Sullivan. The SHA is trying to put together a deal that would have the agency potentially acquiring a property on the periphery of Robinson Gardens with the help from DHCD - with RG being a federal development, the DHCD cannot fund building a center right on its territory. The Springfield Housing Authority has requested the DHCD to provide a capital grant to fund the project. The agency is also, together with Head Start, which operates at Robinson Gardens, is applying for funding from a non-profit called Children's Investment Fund, a Boston agency which provides capital funding to benefit children's education. In December a representative of Head Start and Sean Cahillane will be on CIF-s training in Beverly to discuss this opportunity. Mr. Abrashkin stated that to the best of his knowledge, no other agencies from the Western Massachusetts have applied so it places the SHA and Head Start on a very good position as the Children's Investment Fund is interested in funding facilities in different geographical areas. Mr. Cahillane has conducted a survey to identify the best possible location that would be suitable for the center - the major requirement is that it has to be within walking distance to the development. If the funding is obtained, the facility will provide enough space for Head Start, TRS, after school programs, adult programs, computer classes, English as a Second Language classes and Behavioral Network programs.

The Executive Director's report continued with an update of the long delayed computer project that is, as per Judge Abrashkin, has started with connecting the Administrative Assistant Joan's computer to the new system and everything is working well. Full implementation of the project is to follow.

On the issue of Marble Street, Mr. Abrashkin informed the Board that the agency is waiting for a meeting with the City of Springfield to discuss issues of potential loss to the agency once the development is demolished. The financial analysis indicates that the Springfield Housing Authority's net loss will be pretty substantial - including about \$400,000+ loss of subsidy, income from rent, decreased fees to the COCC (about \$80,000), decreased capital funds (\$53,000), loss of \$85,000 in maintenance costs because one maintenance position will need to be eliminated. The funding will also decrease because the development will

now become elderly only and the subsidy for each unit in family developments are higher than for the elderly ones. The SHA will also have to take into account high demolition, disposition, and relocation costs. Therefore, even though the Springfield Housing does support the idea of revitalization of the South End, it will have to make the City aware about all the consequences the demolition of the Marble Street apartments would cause to the agency and its residents. Michelle Booth indicated that a part of the solution might come from the City of Springfield eliminating some PILOT, trash and other fees. Answering Commissioner Robles's question about the time frame on this issue, Mr. Abrashkin and Ms. Booth explained that it is another major problem because the City's time to spend their disaster relief money is expiring pretty soon and it will take at least 8 months for the SHA to get an application for demolition/disposition approved by the HUD's office in Chicago and the agency will also need time to get 46 vouchers for the families to be relocated and the vouchers are issued by a different office at HUD.

Finalizing his report, the Executive Director informed that the Springfield Housing Authority has offered temporary office space to the staffers of the Teach for America, a great initiative that the agency is proud to support. He also informed about his forthcoming trip to Encore Conference in Arizona where he will be honored with the Purpose Prize Fellowship. The main purpose of the trip will be networking, social investment and searching for some potential fundraising.

The Board accepted the Financial Statements and Accounts Payable report.

Chairman Warren informed the present SHA staff members about the subject that was discussed at the Special Board meeting - liaison and the Commissioners taking additional responsibilities. He explained that additional meetings with the Deputy Executive Director will need to be held in the nearest future.

Nicole Contois left the Conference Room at 6:04 pm.

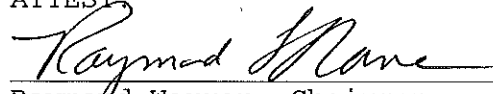
The Board reviewed the materials with regards to the RAO Utility Allowance Schedule. Michelle Booth and Blanca Berrios explained how the schedule is prepared based on average numbers from the utility bills for all different kind of apartments and houses, including mobile homes, high rise buildings, two-store walkups etc. Upon a motion made by Commissioner Thomas, seconded by Commissioner Robles it was unanimously

VOTED: To adopt Resolution #9624 to approve the revised HUD Utility Allowance Schedule for the Section 8 Programs to be effective October 1, 2014 (see Attachment 2)

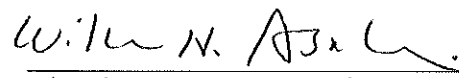
There being no further business to come before the members of the Springfield Housing Authority, upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was unanimously

VOTED: To adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 6:08 PM.

ATTEST:



Raymond Warren, Chairman



William H. Abrashkin, Executive Director

ATTACHMENT 1

New FMR and Payment Standards that are in effect from October 1, 2014– September 30, 2015

Bedroom Sizes	FMR and Payment Standards 100% Effective 10/1/14 – 9/30/15	FMR and Payment Standards 101.2% Effective 10/1/14 – 9/30/15
0 Bedroom	616	624
1 Bedroom	739	748
2 Bedroom	924	935
3 Bedroom	1154	1167
4 Bedroom	1314	1330
5 Bedroom	1511	1530
6 Bedroom	1708	1729

**Summary
Allowance for Tenant-Furnished
Utilities and Other Services**

Locality:	Western Mass/Columbia							Date:
Springfield Housing Authority								10/01/2014
6630 AHOD	Monthly Dollar Allowances							
Unit Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR
Mobile Home (Manufactured Home)*								
a. Natural Gas	40	48	63	80	100			
b. Electric	44	53	68	88	110			
c. Bottle Gas	193	124	160	208	267			
d. Oil	98	118	153	188	245			
High-Rise w/ Elevator								
a. Natural Gas	41	47	60	67	76	85	110	124
b. Electric	40	49	60	74	91	108	122	138
Row House/Garden Apt (Rowhouse/Townhouse)*								
a. Natural Gas	40	63	72	90	109	127	146	165
b. Electric	44	68	79	98	110	138	159	180
c. Bottle Gas	102	158	185	230	278	324	373	422
d. Oil	97	130	176	219	265	308	355	401
Two-Three Family/Duplex (Semi-Detached)*								
a. Natural Gas	48	62	82	102	120	138	167	177
b. Electric	53	68	80	112	134	149	172	194
c. Bottle Gas	124	160	211	262	307	349	402	454
d. Oil	118	162	201	249	292	332	362	432
Other Multi-Family (Low Rise)*								
a. Natural Gas	43	67	76	93	112	129	148	168
b. Electric	47	62	83	102	123	141	162	183
c. Bottle Gas	111	145	193	239	288	339	390	420
d. Oil	105	138	184	228	274	314	351	409
Other Home Covered (Semi-Detached)*								
a. Natural Gas	46	69	79	98	117	131	151	170
b. Electric	50	85	87	107	128	143	165	188
c. Bottle Gas	118	151	203	251	298	336	388	437
d. Oil	112	144	193	230	285	319	367	415
Single Family Detached								
a. Natural Gas	63	71	85	108	122	142	163	194
b. Electric	68	78	93	118	133	158	178	201
c. Bottle Gas	135	183	219	276	312	363	417	471
d. Oil	128	174	208	262	297	340	397	449
All Unit Types-Cooking								
a. Natural Gas	7	9	13	18	10	21	24	27
b. Electric	10	13	17	22	27	29	33	38
c. Bottle Gas	19	24	32	40	49	53	61	69
All Unit Types-Electricity	35	45	61	75	93	101	118	131
All Unit Types-Water Heat								
a. Natural Gas	9	12	16	19	24	28	30	34
b. Electric	14	18	24	30	37	40	46	53
c. Bottle Gas	23	30	40	50	62	67	77	87
d. Oil	20	26	35	43	53	57	65	76
Range (Tenant Owned)	4	4	6	6	6	6	6	6
Refrigerator (Tenant Owned)	4	4	4	5	5	6	6	6
Water	16	21	27	24	38	44	49	54
Sewer	21	30	39	51	60	67	75	85

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*HUD 20059 Unit Type In Parenthesis Unless Different

