

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON DECEMBER 16, 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 December 16, 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

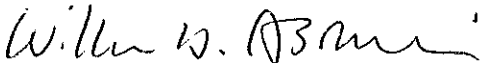
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a Regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, December 16, 2014 in the Conference Room of the Springfield Housing Authority at 60 Congress Street, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY
/s/William H. Abrashkin, Executive Director
December 11, 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 December 11, 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

Mary Ellen Lowney
Fidan Gousseynoff
Kathryn Hardy
John Healy (arrived at 4:35 PM)
Wallace Kisiel (arrived at 4:32 PM)
JoAnn White

The Board reviewed the Minutes of November 18, 2014. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was by a majority vote (Commissioner Warren abstained)

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

The Executive Director William Abrashkin and Human Resources Manager Kathy Hardy presented to the Board follow-up information on the benefit changes plan for non-union personnel. Mr. Abrashkin and Ms. Hardy explained what measures have been undertaken following the Board's recommendations expressed at the last meeting. The agency held a meeting with the employees who will be affected by the change, the new policy was discussed and the reception was positive. Ms. Hardy also informed that following the last meeting a discussion has been held with the web-clock company to look into upgrading the system in order to give employees a better idea of their time-off balance. She also provided information on the short and long term disability insurance options. Commissioner Thomas welcomed the efforts of staff in following the Board's recommendations.

Commissioner Labonte questioned if any compensation will be offered to the employees who will be losing some time off under this new policy. Ms. Hardy explained that no compensation is planned but the employees will be receiving a check for the 20% of unused sick time. In response to Commissioner Robles's question the HR Manager stated that only 5 days will be allowed to be carried over each year and all the unused time in excess of 5 days will be lost. Ms. Booth explained that the agency wants to encourage the employees to use their vacation time

Chairman Warren stated that the Board's recommendation with regards to making sure that this new change is in accordance with the SHA procurement policy has been addressed as well as other recommendations. Upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was unanimously

VOTED: To approve the new Benefits Plan for Non-Union personnel, including the following:

1. Implementing a Paid Time Off bank.
2. Implementing an income replacement benefit (IRB) for employees not covered by a collective bargaining agreement effective January 1, 2015.
3. Paying non-union employees 20% of the sick balance as of 12/31/14 in January 2015.

4. Authorizing the SHA to purchase short-term and long-term income replacement insurance in the amount of \$13, 235.33 per year.
5. Updating related policies.

The Board reviewed the materials with regards to Annual Plan. Mr. Abrashkin reminded that the biggest expenses in the 5 year Capital Fund Program's Action Plan are associated with converting some apartments to handicap accessible units. Chairman Warren requested to send him separately the most updated Five Year Action plan for Capital Fund Program.

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

VOTED: To adopt a Resolution No 9625 to approve the Springfield Housing Authority's Annual Plan and to certify compliance of the plan and related regulations in accordance with form HUD-50077.

The Board reviewed materials and a recommendation to authorize spending \$500 to become a DevelopSpringfield's nonprofit partner. William Abrashkin provided brief information on some projects DevelopSpringfield is involved in and praised its work in serving the community. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To approve spending \$500 from the COCC account to become DevelopSpringfield's business partner.

The Board reviewed materials and a recommendation to award a contract for Cleaning Services at 60 Congress Street to Keeclean Management Inc. John Healy provided information on the bids. Wallace Kisiel explained what services are included into the Contract. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To award a Three (3) Year contract, with options for two additional years to be renewed annually (\$11,220.00 per year), pending funding availability, to Keeclean Management Inc. of Shelton, CT. This contract will be paid for utilizing funds from the Central Office Cost Center (COCC); appoint Executive Director, William H. Abrashkin as the Contracting Officer authorizing him to execute the contract.

John Healy left the Conference Room at 4:51 PM.

The Board reviewed materials and a recommendation to approve 4 part change order #1 to contract with Inglewood in conjunction with transforming some apartments into handicap accessible units at Riverview Apartments. Wallace Kisiel presented the pictures and detailed information on each proposed change, explaining that each change is always reviewed by architects and designers to make sure that the pricing is fair to both the SHA and contractors. In response to Chairman Warren's inquiry Mr. Kisiel confirmed that all the changes are within

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

VOTED: To approve Change Order #2 to Contract #G-2014-3-1, in the amount of \$9,695.36 making the new contract amount \$1,265,861.65, while maintaining a Substantial Completion date of 9 January 2015, subject to the review and approval of the Department of Housing and Urban Development.

The Board was requested to postpone approving revised Utility Allowance schedule. Michelle Booth explained that more time is required in revising the schedule taking into account some factors, like increased rates. Commissioner Labonte welcomed Ms. Booth's invitation to participate in discussion on what factors to be considered when revising the schedule.

The Board reviewed materials and a recommendation on awarding a Contract for the 2015 SHA Automobile Insurance Coverage to State Auto Property & Casualty Insurance Company in the amount of \$39,875.00, which is, as Nicole Contois explained, was 4% increase from the last year. Ms. Contois explained that the main reason why only 1 company submitted a bid out of 35 to whom RFP had been sent, was that the agency has so many different types of vehicles that many insurance companies do not underwrite (e.g., trailers, golf carts). In response to Chairman Warren's inquiry on the past claim records she informed that in 2013 there were 5 claims totaling \$10,000. Chairman Warren and Commissioner Labonte also questioned of the agency's Policy and Practice with regards to accidents and if there is a committee that reviews each claim. Ms. Contois stated that accidents can be reviewed by the Safety Committee. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To award a contract to State Auto Property Insurance Company in care of FieldEddy, Inc., 96 Shaker Rd., PO Box 709, E. Longmeadow, MA 01028, in the amount of \$39,875.00 based on a \$500.00 per occurrence deductible for the coverage period January 1, 2015 through December 31, 2015.

William Abrashkin started his Executive Director's report with updating the Board on situation with upgrading the computer systems. He informed that the upgrade is going well and that works on internal wiring in the Conference Room are planned for the nearest future. Judge Abrashkin also shared with the Board an idea of ordering a mural for one of the walls in the CR from Timothy Champoux, a resident of SHA.

Wallace Kisiel left the Conference Room at 5:11 PM.

Judge Abrashkin informed that the condition of Sean Cahillane who was injured at work is improving. He also stated with regret that Aaron Gornstein, the Undersecretary of DHCD, will be stepping out his position just before the new Governor is inaugurated. He praised the work of Mr. Gornstein.

Wallace Kisiel returned to the Conference Room at 5:12 PM.

Judge Abrashkin provided information on negotiations with the City of Springfield with regards to City's plan to transform the neighborhood at Marble Street which requires demolition of Marble Street Apartments. He stated that the agency has been trying many times to explain to the City all the consequences such a project may cause to the agency. Apart from high expenses and losing a significant part of subsidy, the Springfield Housing Authority will have to get an approval for demolition/disposition from the HUD's Chicago office and it is a long and complicated process. The SHA staff is trying to negotiate with the City a compensation for lost funds through reducing trash fees or Pilot project fees.

In response to Chairman Warren inquiry on what happens to the residents if the building is demolished Judge Abrashkin explained that they will receive tenant protection vouchers and the agency will be providing them with assistance and counseling. He emphasized that the SHA does support the project which is good for the City and for the SHA residents but will continue its efforts on getting a compensation for all the expenses and losses.

Judge Abrashkin informed the Board about another item on the agency's agenda - bringing the units at Robinson Gardens which are being used for resident services activities, into compliance with federal accessibility requirements. The units used to be a part of the agency's state portfolio but now that they are federalized, HUD requires bringing them up to the federal standards. Mr. Abrashkin explained that the topography and location of the units make it very hard to renovate the units in order to make them fully handicap accessible so the staff is now reviewing other options, like moving part of the operations to Reed Village.

Judge Abrashkin informed the Board about Solar project, stating the agency is planning to hire a consultant who will be reviewing different options and opportunities and determining how the SHA will be benefiting from the tax credits offered by solar companies. He explained that the problem is very complex and it is still not clear how the credits will be calculated and allocated so more research is required in order to find the best opportunities for the agency which is in a good negotiating position with so much completion on the market.

Judge Abrashkin informed that the 3rd article about Talk/Read/Succeed program is ready and will be published in NAHRO magazine in December. He provided a brief update on Teaching America project which can bring some opportunities for the SHA. He completed his report by stating that Springfield Housing Authority is also planning to get involved into real estate market development, both commercial and residential, so Sean Cahillane will be working on exploring entrepreneur opportunities in this sphere.

Chairman Warren spoke about a case of the Chelsea Housing Authority's new Board of Commissioners suing the old Board. He requested the SHA to provide the Board with financial statement for the SHA, Inc.

Mary Ellen Lowney left the Conference Room at 5:10 PM.


Nicole Contois introduced to the Board new uncondensed version of the Financial Statements. She praised the work of JoAnn White who, together with Michele Decoteau, has developed this new format. Chairman Warren expressed his appreciation for making new financial report more user-friendly. Ms. White explained that this new version will also help to understand better how each development is doing.

The Board accepted the Financial Statements and Financial Accounts Payable report for October 2014.

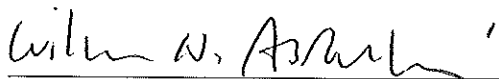
There being no further business to come before the members of the Springfield Housing Authority, upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: To adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 5:55 PM.

ATTEST:



Raymond Warren, Chairman



William H. Abrashkin, Executive Director