

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON AUGUST 18, 2015

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 August 18, 2015.

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, August 18, 2015 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

August 14, 2015

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 August 18, 2015 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
Sean Cahillane (arrived at 4:31 pm)
Nicole Contois

Fidan Gousseynoff
John Healy
Wallace Kisiel
Mary Ellen Lowney

The Board reviewed the Minutes of June 16, 2015. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez, it was unanimously

VOTED: To approve the Minutes of June 16, 2015.

Chairman Warren requested the Board's approval to enter into Executive Session. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte it was unanimously

VOTED: To enter into Executive Session to discuss the purchase, exchange, lease, or value of real property and reconvene in Open Session.

Michelle Booth, Mary Ellen Lowney, John Healy, and Nicole Contois left the Conference Room at 4:35 PM.

The Board reconvened in Open Session at 4:47 PM. Sean Cahillane left the Conference Room at 4:48 PM.

Michelle Booth, Mary Ellen Lowney, John Healy, and Nicole Contois returned the Conference Room at 4:49 PM.

The Board reviewed the recommendation to support HAP Housing's annual fundraising event, The Way Home, scheduled for 9/17/2015. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: to support HAP Housing's annual fundraising event, The Way Home, and approve spending \$1,000 from COCC to purchase a Supporter Sponsorship Package.

The Board reviewed the materials and a recommendation to sign the "Notice of Activity and Use Limitation" allowing Cardno ATC to submit documents to the DPA. Wallace Kisiel explained that if the DPA approves this document it will close the oil remediation at 82 Division Street and no future monitoring will be required unless the SHA starts developing the site, in that case a consultant must be present to make sure that all the works are in compliance with the safety regulations. Answering Commissioner Labonte's question Mr. Kisiel informed the Board that about ¼ of an inch plume is still present but the situation cannot get worse because the source was removed 10 years ago. In response to Chairman Warren's inquiry Mr. Kisiel confirmed that even though the vendor is licensed by the state it is not authorized to sign any documents to close oil remediation. He explained that the agency was ready a year ago to close the remediation but the vendors insisted on monitoring and testing the area for any potential gas leaks. Answering Commissioner Robles's question if this agreement would limit the use of facility, Mr. Kisiel told it would not unless the Springfield Housing Authority decides to build a multi-story structure there. If there is a need to re-do the parking lots or the road, then a consultant from Cardno ATC must be present to

monitor. Answering Chairman Warren's question he stated that the total cost of the project was about one million dollars.

Executive Director Abrashkin clarified that the documents will be filed with the Department of Environmental Protection, which is a state agency, not with the EPA.

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

VOTED: to sign the "Notice of Activity and Use Limitation" (AUL) allowing Cardno ATC to proceed with filing of the "Notice of Activity and Use Limitation" and Certificate of Incumbency to close the oil remediation at 82 Division Street.

The Board entered into discussion with regards to accepting Certificate of Final Completion for lead paint abatement at Robinson Gardens, Duggan and Ashley Gerrish Apartments. Wallace Kisiel provided a historical background of this subject explaining that due to some paperwork not filed correctly several years ago, the DPA found the Springfield Housing Authority not in compliance with certain regulations regarding lead paint and obliged spending at least \$50,000 to do some abatement work which was unnecessary under state laws but it makes the apartments safer for children so the Springfield Housing Authority agreed to do them though it ended up spending much more than the amount of penalty. Mr. Kisiel informed that the agency in total has spent about \$350,000 on this project. He confirmed that the abatement is now complete.

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

VOTED: to accept the Final Construction Control Document for work at Robinson Gardens, Duggan Apartments and Ashley Gerrish as part of contract # G 2014-25-13 with Mecho Contracting, hereby accepting the project, effective @4.30 pm on 18 August 2015, and authorizing Final Application and certification for Payment in the amount of \$4,073.97.

Mary Ellen Lowney left the Conference Room at 5:03 PM.

Wallace Kisiel presented to the Board a detailed information on Change Order # 1 to Contract with RAC Builders in conjunction with the work to create ten handicapped accessible units at Riverview Elderly Low Rise Apartment. Mr. Kisiel explained that the Springfield Housing Authority is renovating 16 units into 10 handicap accessible apartments in order to satisfy the Volunteer Compliance Agreement and almost 50% of the works have been done already. He showed pictures and provided explanation on the Change Order request including changes to exterior doors and frames, tree removal, relocating fire alarm risers, asbestos removal from the water tanks, carpentry repairs (including replacing rotten floors and constructing a support framing), and installation of piping connections to existing baseboards in the non-renovated apartments. Mr. Kisiel explained how it happened that some pipes in those non-renovated apartments did not get connected to the boilers many years ago.

Mary Ellen Lowney returned to the Conference Room at 5:08 PM.

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

VOTED: to approve Change Order #1 to Contract # 35-C-2015-3-2 with RAC Builders, in the amount of \$31,066.00 making the new contract amount \$2,929,520.00 while maintaining the substantial completion date 27 November 2015, subject to the review and approval of the Department of Housing and Urban Development.

The Board reviewed materials and a recommendation to approve co-sponsoring with HAP Housing a "Supporter's" table at the Annual Citizens' Housing and Planning Association Dinner. Upon a motion made by Commissioner Thomas, seconded by Commissioner Robles it was unanimously

VOTED: to approve spending \$1250 from the COCC account to co-sponsor with HAP Housing the CHAPA's 48th Annual Dinner on 10/27/15.

Deputy Executive Director Michelle Board presented to the Board information on award contracts for HCVP-project Based Assistance vouchers to house participants of the Hampden County Sheriff's Department CHESSE Program. Ms. Booth provided information about proposals received from four property management companies who responded to RFP issued by the SHA in accordance with the earlier Board vote. Ms. Booth explained why three of those companies did not meet the bid criteria. She stated that the units offered by Chase Management Services for the program needed only some minor repairs and because the units are located in West Springfield, the SHA and the Sheriff's Department had to coordinate with the West Springfield Housing Authority and the West Springfield Mayor's office. Upon a motion made by Commissioner Thomas, seconded by Commissioner Quinonez it was unanimously

VOTED: to award a total of four (4) HCVP-Project Based Assistance contracts to Chase Management Services at 191 Baldwin Street, West Springfield, MA 01089; authorize Executive Director William H. Abrashkin to execute the contracts.

The Board reviewed materials and a recommendation to award a contract for renovating two units at 178 Pendleton Avenue in compliance with the VCA. John Healy explained that one of the units originally had been designated as a Community Room and then for several years was occupied by the District E office. After the property management office relocated to Indian Orchard, the unit remained vacant for a couple of years so it was decided to vacate the unit next to it and combine two units to make one handicap accessible family apartment. The renovation works include tearing down some walls and stairs, remodeling doors, building a ramp, removing asbestos in the basement, as well as creating new space and access for the development's fire panel which used to be located in the old office. In response to Commissioner Thomas's question Mr. Kisiel stated there is no Tenant Association and it is hard to establish one with only 16 apartments on site. He explained that the Community Room was built in accordance with HUD regulations back in 1970s but it was never used for that purpose.

William Abrashkin left the Conference Room at 5:20 pm.

Answering Chairman Warren's question if the Springfield Housing Authority has ever been using this contractor Wallace Kisiel informed that NL Construction provided some services to the agency after the 2011 tornado.

William Abrashkin returned to the Conference Room at 5:22 pm.

Michelle Booth commented that because the old office was vacant for a long time, the garage behind it got vandalized a few times so once this space gets occupied it will be less likely that any more vandalism acts will happen.

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

VOTED: To award a contract to the lowest responsible & responsive bidder, NL Construction Inc. of 545 West Street Ludlow, MA, in the amount of Two Hundred Fifty Eight Thousand Five Hundred Eighty Six Dollars (\$258,586.00) for ADA Renovations at 178 Pendleton Ave. Units E & F utilizing funds from the 2015 Capital Fund; appoint Executive Director, William H. Abrashkin as the Contracting Officer authorizing him to execute the contract.

John Healy and Nicole Contois presented to the Board materials on procurement for energy consulting services. They explained that an Energy Consultant will be looking into the gas and electric rates, solar net metering, evaluating utility expenses as well as into a possibility of energy performance contract. Chairman Warren requested information on the full scope work to be provided to the Board members. Executive Director Abrashkin expressed his gratitude to Ms. Contois and Mr. Healy for dealing with this complicated subject.

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

VOTED: To Award a contract in the not to exceed amount of \$50,000 for Energy Consulting Services to GDS Associates of Manchester, NH; authorize William H Abrashkin, as the Contracting Officer, to execute the contract.

The Board reviewed the materials and a recommendation on approving agreement with the Hampden County Sheriff's Department to supply Civil Process Services (like delivering eviction notices and other lease enforcement related documents) and Moving/ Storage Services. John Healy stated that IFB had been sent to 7 vendors and the Hampden County Sheriff's Department was the only one who responded. He stated that this Department has been providing services to Springfield Housing and other local housing authorities for many years. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles it was unanimously

VOTED: To enter into an inter-governmental agreement with the Hampden County Sheriff's Department to supply Civil Process and Moving and Storage Services for three (3) years at the attached pricing rates; to

authorize Executive Director William H Abrashkin, the contracting officer, to execute the contract

Attachment A.

The Board reviewed the materials and a recommendation on awarding a contract to Equifax Workforce Solutions for income verification. John Healy explained that the staff has been using the HUD's EIV system which data is 6 months behind and many employers often fail to respond to third party verification requests sent out by the staff of property management offices, Section 8 and Applications. Michelle Booth stated that the Work Number services offered by Experian will allow the staff to get an instant access to the most up-to-date data on its tenants and applicants employment income. Those residents whose wages decreased or their employment was terminated would be able to benefit from decreased rent without any delays. In response to Commissioner Thomas's question Michelle Booth confirmed that the Work Number only provides information on income from employment; income for tenants who receive public benefits is being verified through the agencies like Social Security or Department of Transitional Assistance.

Mr. Healy provided a justification for sole source procurement explaining that the only vendor who responded to IFB issued in May 2015 was a private investigating company whose price were extremely high and who used the same Equifax Workforce Solutions.

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

VOTED: to enter into a Sole Source three (3) year contract with Equifax Workforce Solutions for a not to exceed price of \$190,000.00 over the total three (3) years; authorize, Executive Director, William H Abrashkin to execute the contract.

Executive Director Abrashkin requested that the next item, Adopting Resolution to Approve FY16 Budget Request for Project 689-C, to be removed from the agenda. Nicole Contois explained that the FY16 Budget Requests for all projects, including 689-C, are being currently reviewed and an amended version will be submitted for the Board's approval at the next meeting.

Executive Director Abrashkin introduced to the Board a new concept called Consent Agenda. Mr. Abrashkin and Chairman Warren explained that this new practice is meant to provide a better way of keeping track of various items that are brought before the Board especially long-term ones. Judge Abrashkin suggested to establish a protocol when Board members could notify him in advance about what subject they would like to discuss or what project they would like to get an update about. Chairman Warren invited the Board members to update the Consent Agenda items on a regular basis by adding new issues or taking out some matters that have been resolved or properly addressed.

Judge Abrashkin and Nicole Contois provided information about a recent situation at Riverview where an elevator in one of the buildings was down for 10 days. Mr. Abrashkin explained that even though the Contract with KONE Elevator stipulates having all parts available in case of any breaks, they failed to provide repairs on a timely manner. One part had to be shipped

from China which resulted in a delay in repairing the elevator, thus creating a major safety concern and causing so much trouble to elderly and disabled residents of Riverview as well as to the staff of District C. Nicole Contois pointed out that KONE agreed to reimburse the SHA for some expenses caused by the problems, including staff's over-time hours and gift cards for the tenants. Judge Abrashkin and Ms. Contois provided information on the emergency elevator plan that the agency had to implement at Riverview. Mr. Abrashkin shared with the Board members a Thank You note sent by one the Riverview residents who praised all the care and assistance provided by the SHA to the tenants.

By Judge Abrashkin's request Michelle Booth provided a brief update on the SHA policy towards over-income tenants. Ms. Booth explained that the residents whose income is higher than the established income limits are allowed to stay in their subsidized apartment for one year unless they participate in a formal self-sufficiency program which is currently not being offered by the SHA.

The Board accepted the Financial report.

The Board accepted the Communications/ Community Relations report presented by Mary Ellen Lowney.

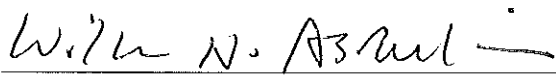
There being no further business to come before the members of the Springfield Housing Authority, upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: To adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 5:45 PM.

ATTEST:



Raymond Warren, Chairman



William H. Abrashkin, Executive Director

