

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON FEBRUARY 16, 2016

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 February 16, 2016.

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

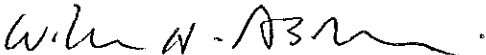
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, February 16, 2016 in the Conference Room of the Springfield Housing Authority at 60 Congress Street, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY
/s/William H. Abrashkin, Executive Director
February 11, 2016

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 February 11, 2016 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 Thomas called the meeting to order at 4:30 PM, and those present upon roll call were as follows:

PRESENT

Willie Thomas
Thomas Labonte
Jessica Quinonez
Angela Robles

ABSENT

Raymond Warren

ALSO PRESENT

William Abrashkin
Michelle Booth (entered the Conference Room at 4:33 pm)
Michelle Decoteau
Fidan Gousseynoff

John Healy
Mary Ellen Lowney
Wallace Kisiel

The Board reviewed the Minutes of January 19, 2016. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez it was unanimously

VOTED: to approve the Minutes of January 19, 2016.

The Board reviewed the materials and a recommendation to accept the Amendment 4 to the DHCD Contract for Financial Assistance. John Healy explained to the Board that the \$302,298 was for the FY18 thus bringing the total amount of the 3 year Contract to \$1.7 million. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: to adopt Resolution 9651 accepting the amendment #4 to DHCD Capital Improvement Work Plan 5001 in the amount of \$302,298.00 (three hundred two thousand two hundred ninety-eight dollars).

The Board reviewed the materials and a recommendation to accept Amendment #5 to the Formula Funding Contract for Financial Assistance for project 689. John Healy stated that the \$40,000 awarded by the DHCD will be spent to cover expenses for temporarily re-location of tenants while abatement work is completed for Windows and Roofing Replacements at the project 689 Developments. Answering Commissioner Labonte's questions he said that 9 families will be temporarily relocated and the expenses include hotel accommodation and food allowance (\$50 per family member a day) for 5 days. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez, it was unanimously

VOTED: to adopt Resolution 9651 accepting the amendment to the Formula Funding Contract with an award of \$40,000.00 to pay for the relocation portion of the Windows and Roofing Replacements at the 689 Developments. The funds will come from the Public Housing Compliance Reserve from DHCD.

The Board reviewed the materials and a recommendation to certify that the Springfield Housing Authority is in compliance with the Lead-Based Paint Notification Laws. Michelle Booth provided information on the process of notifying the residents and, answering Chairman Thomas's question confirmed that some time ago the agency was found not in compliance with the Notification laws due to not filling out the Notification forms correctly but the staff members have attended a training and now are familiar with how to make sure those confusing forms are filled out correctly. Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was unanimously

VOTED: to certify that the SHA is in compliance with state and federal Lead-Based Paint Notification laws.

The Board reviewed the materials on approving spending up to \$6,500 to cover expenses associated with the trip of three Board Commissioners to the NAHRO Spring Conference in Washington, DC. Commissioner Labonte stated that, after reviewing the agenda and having not found any sessions or trainings specifically designed for Board members he decided not to attend the Conference. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez, it was unanimously

VOTED: to authorize spending up to \$6,5000 from COCC funds to cover the expenses of Commissioner Robles and Commissioner Quinonez attending the NAHRO Conference to be held in Washington, DC on April 10 -12, 2016.

Judge Abrashkin stated that if new items come out on the Conference agenda that would be of interest to Commissioner Labonte and he decides to attend it, the SHA will provide assistance with the registration and all necessary registration and travel arrangements.

Mary Ellen Lowney left the Conference Room at 4:52 pm.

The Board reviewed the materials and a recommendation to approve Change Order #3 to Contract with RAC Builders in conjunction with the work to create ADA units at Riverview Apartments. Wallace Kisiel reminded the Board that the project started in April 2015, all the works on creating 10 handicapped accessible units have been completed and the certificate of Substantial Completion has been approved. Mr. Kisiel explained that the Contract is still open due to some issues that came out during the renovations. In order to install sprinklers in new apartments according to the Building Department standards, a new water line must be brought to the building and the Springfield Water & Sewer Commission agreed to approve pulling out the permit only if new water pits will be installed. Answering Commissioner Labonte's question Mr. Kisiel explained that installing new water pits would benefit not only the Water Commission but also the SHA as it would ensure enough water pressure (a fire safety issue) and uninterrupted water supply to the tenants in case water needs to be shut off. Mr. Kisiel explained that the amount on the Change Order includes expenses on installing new water pits, removing a big tree and a stump, removing the sidewalk in order to get that stump removed, replacing the sidewalk as well as removing old electrical feeders from across the street and installing new panels. Mr. Kisiel indicated that connecting wires from a building to a meter across the street was allowed 65 years ago when the development was built but it is illegal now and installing new feeders is a very important measure not only in order to comply with the new Code but also to ensure safety of the tenants, maintenance staff, emergency response personnel and other people. Answering Chairman Thomas's question he confirmed that the funds are available. Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was unanimously

VOTED: to approve Change Order #3 to Contract # C-2015-3-2, in the amount of \$92,376.00 making the new contract amount \$3,046,107.00 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 declare 32 old appliances a surplus and authorize its sale. John Healy informed the Board that he was approached by one of the vendors offering to buy some old appliances for parts. The old appliances are kept at a storage at Jennie Lane Apartments and usually disposed as scrap metal for a very small fee. Mr. Healy explained that the Procurement Policy requires soliciting quotes from other vendors willing to purchase the appliances and the Board's vote is required to authorize declaring them a surplus. Answering Chairman Thomas's question Accounting Manager Michele Decoteau stated that the proceeds will go to not to COCC but to whatever AMP the appliances belonged. Upon a motion made by Commissioner Quinonez, seconded by Commissioner Labonte, it was unanimously

VOTED: to adopt Resolution #9652 declaring the attached list of thirty two (32) Appliances to be declared surplus and allow the SHA staff to solicit quotes from vendors who want to use the old appliances for parts. The SHA staff will sell the appliances to the highest bidder.

Attachment A (List of Old Appliances).

The Board reviewed materials and a recommendation to accept the Certificate of Substantial Completion from R.C.I. Roofing LLP for Contract # 35-C-2015-10-4. John Healy explained that this project was for replacing all the roofs and some gutters at Kathryn Jones and Pine James developments. The project has been completed and ready to be accepted. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: to accept the Certificate of Substantial Completion from R.C.I. Roofing LLP for contract #35-C-2015-10-4, hereby accepting the project, effective as of November 29, 2015.

The Board reviewed materials and a recommendation on approving the 2016 Capital Fund Program Amendment. Wallace Kisiel reminded the Board that the 5 year and annual plan have been approved by the Board several months ago and the Springfield Housing Authority is now required to get a formal approval for the 2016 Capital Fund Program Amendment which was released by HUD recently. Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was unanimously

VOTED: to adopt Resolution # 9653 to accept the Capital Fund Program Amendment in the amount of \$2,385,209 for Fiscal Year 2016 and to authorize William H. Abrashkin, Executive Director, to sign and submit the form HUD-53012 to the Department of Housing and Urban Development.

The Board reviewed materials and a recommendation to approve the revised SHA Procurement Policy. John Healy provided information on all major changes in the policy indicating that the current policy needs to be amended in order to be in accordance with the Final Guidance and transition to the new CFR, the actual law that sets up procurement standards. The SHA as all other

housing authorities must until March 31, 2016 to discontinue use of the old CFR (24) , and implement use of 2 CFR Procurement Standards. Major changes in the SHA procurement policy were made due to the revision of some threshold amounts (for example, the micro threshold increased from \$2,000 to \$3,000 while leaving the threshold for construction-related procurements at \$2,000) as well as due to the removal of Section 14 which regulated expending the American Recovery Reinvestment Act (ARRA) funds which are no longer available. Mr. Healy stated that apart from changes in federal regulations the state has recently updated its procurement standards as well and the new policy reflects those changes.

Mr. Healy emphasized that the main purpose of the Procurement policy is establishing rules and regulations for the procurement process based on transparency and system of checks and balances. The goal of the Purchasing Department is to make sure that all the regulations are followed. He stated that nobody in the agency is allowed to buy anything without getting an approval from his or her supervisor and the Purchasing manager through the existing electronic requisition system. The system keeps track of all orders and requests and ensures that the checks and balances system is in place as far as the managers check all the requisitions and justification carefully before approving. A backup and proper documentation is required for all requisitions. Persons requesting an approval for buying products or services in the amount of more than \$3000 must provide proof of solicitation from at least three vendors to demonstrate their efforts on getting the best price. Answering Chairman Thomas's question Mr. Healy stated that threshold amount for the Board's approval remains at \$25,000 and requires a Contract. All other expenditures can be traced by the Board through the Accounts Payable reports presented each month.

Answering Chairman Thomas's question Mr. Healy confirmed that the new Policy ensures that the agency is in full compliance with HUD, other federal and state procurement requirements. In response to Commissioner Labonte's inquiry whether the managers and foremen shall obtain a prior authorization before purchasing some expensive items less than \$25,000, John Healy stated that all purchases must be discussed and approved before a requisition is placed and purchasing some expensive items must be included into the budget in advance. Judge Abrashkin indicated that even though the threshold amount for the Board's approval is \$25,000 some expenses under that amount also can be brought to the Board's attention and approval. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez, it was unanimously

VOTED: to adopt Resolution # 9654 to amend the amended Procurement Policy

The Board reviewed materials and a recommendation to accept Certificate of Substantial Completion from NL Construction. John Healy presented some pictures demonstrating completion of renovation works at 178 Pendleton Avenue. Answering Chairman Thomas's question he said that the new handicap accessible unit is a 4 bedroom apartment now ready to be turned over to District E for lease up. Upon a motion made by Commissioner Robles, seconded by Commissioner Quinonez, it was unanimously

VOTED: to accept the Certificate of Substantial Completion from NL Construction for Contract #35-C-2015-13-5, hereby accepting the project.

The Executive Director Abrashkin informed the Board that the next item on the agenda - renewing the Vacant Units Painting contract has been tabled until further notice.

Judge Abrashkin started his Executive Director's report by informing the tenants about a retirement party organized earlier that day for three SHA employees - Bette Goulet, Barbara Kizscko and Dorothy Flebotte, all are long-time staff members. The next item on his report was an update on disposition of 4 units at Eastern Avenue destroyed by tornado. He indicated that disposition of these state units with federal subsidy attached is a very complicated process and the staff continues to work with DHCD. He informed that the Springfield College's offer to purchase the property has now expired.

Judge Abrashkin informed the Board that the disposition/ demolition application for Marble Street has been submitted and the SHA staff is now working with the Special Application Center in Chicago to follow up on this matter.

The Executive Director continued his report by informing about his recent meeting with the HUD Regional Director Marilyn O'Sullivan. The meeting was hosted by the Boston Housing Authority where Ms. O'Sullivan worked for many years as the Section 8 Director.

The Executive Director reported that the SHA is considering to establish a partnership with the Institute for Community Health to improve metrics collection which is a crucial tool for applying for grants for the TRS Program. He indicated that there are many funding opportunities but all potential grantors (including HUD) inquire about metrics in order to evaluate the program's impact. The SHA is organizing a lunch meeting on February 26th with a professor from ICH to discuss opportunities for the partnership and data collection. Answering Chairman Thomas's question Judge Abrashkin explained that it is not the 1st assessment of the TRS Program - there has been one done by Sam Stevens but the metrics collected provided mostly data about the outputs, not the outcomes and potential funders are more interested in the latter.

Judge Abrashkin continued his report by informing the Board about a recent HUD's announcement about expansion of the Rental Assistance Demonstration program for which HUD is requesting additional 50 million dollars. Judge Abrashkin described this step as an indication that the Department of Housing and Urban Development is considering RAD as the future of the public housing. He informed the Board that the Springfield Housing Authority continues working with the Cambridge Housing Authority which is evaluating the SHA's prospects for the RAD program.

The Board reviewed the letter from YMCA and accepted the Accounts Payable report and Financial Report for the month of December 2015.

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

VOTED: To enter into Executive Session to discuss strategy with respect to litigation; to discuss strategy with respect to collective bargaining and to not reconvene in Open Session.


There being no further business to come before the members of the Springfield Housing Authority Board, 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:



Willie Thomas, Chairman



William H. Abrashkin, Executive Director

LISTING OF OLD APPLIANCES FROM RIVERVIEW LOW-RISE ELDERLY TO BE SCRAPPED.

- 130 Sanderson St. - GE Ref.: Bar code #0024100, Mod. #GSS20DBTEWW, Ser. # AR215258 ✓
- 128 Sanderson St. - GE Ref.: Bar code #002662, Mod. #GSS20GEWW, Ser. #AT212434 ✓
- 120 Sanderson St. - GE Ref.: B.C. #002949, Mod. #GTR12HBYARWW, Ser. # GV722422 ✓
Hotpoint Stove: B.C. #NA, Mod. #NA, Ser. #NA ✓
- 118 Sanderson St. - Hot Point Ref.: B.C. #0024497, Mod. #253.61552013, Ser. #BA12721927 ✓
Hotpoint Stove B.C. #003216, Mod. #RA720KSWH, Ser. #FZ160913R ✓
- 116 Sanderson St. - Kenmore Ref.: B.C. #003073, Mod. #46162402, Ser. #0111070201583 ✓
Hotpoint Stove: B.C. #NA, Mod. #NA, Ser. #NA TG-111500N
- 114 Sanderson St. - Kenmore Ref.: B.C. #003076, Mod. #46162402, Ser. #0111070201474 ✓
Hotpoint Stove: B.C. #NA, Mod. #NA, Ser. #NA G-D125452N ✓
- 112 Sanderson St. - GE Ref.: B.C. #NA, Mod. #TBX10SNBARWH, Ser. #DV115526 ✓
Hotpoint Stove: B.C. #NA, Mod. #NA, Ser. #NA R2146351N
- 108 Sanderson St. - Kenmore Ref.: B.C. #003074, Mod. #461.62402, Ser. #0111070201752 ✓
GE Stove, B.C. #NA, Mod. #NA, Ser. #NA A-D104881N ✓
- 102 Sanderson St. - GE Ref.: B.C. #002597, Mod. #GSS20GEW1WW, Ser. #SS202787 ✓
- 90 Sanderson St. - GE Ref.: B.C. #23557, Mod. #GSS20DBPHWW, Ser. #MH238161 ✓
- 82 Sanderson St. - GE Ref.: B.C. #0024084, Mod. #GTR11AAPBRWW, Ser. #RM701004 ✓
Hotpoint Stove: B.C. #NA, Mod. #NA, Ser. #NA MH157926N ✓
- 80 Sanderson St. - Kenmore Ref.: B.C. #003054, Mod. #46162402, Ser. #0111070201331 ✓
Hotpoint Stove: B.C. #NA, Mod. #NA, Ser. #NA ✓
- 78 Sanderson St. - Kenmore Ref.: B.C. #003066, Mod. #46162402, Ser. #0111070201494 ✓
Hotpoint Stove: B.C. #NA, Mod. #NA, Ser. #NA TG-111498N

Ron Leo
1-7-16

Dave Thompson
1-7-2016

LISTING OF OLD APPLIANCES FROM RIVERVIEW LOW-RISE ELDERLY TO BE SCRAPPED.

76 Sanderson St. - GE Ref.: B.C. #003559, Mod. #GTR12HBD8WW, Ser. #ZZ722245 ✓

Hotpoint Stove: B.C. #003556, Mod. #RA720K5WH, Ser. #AA141566R ✓

70 Sanderson St. - Kenmore Ref.: B.C. #003078, Mod. #10662152110, Ser. #VS13875444 ✓

68 Sanderson St. - GE Ref.: B.C. #002933, Mod. #GSS20GEWNWW, Ser. #AT212360 ✓

60 Sanderson St. - GE Ref.: B.C. #003201, Mod. #GTR12HBXARWW, Ser. #TV710207 ✓

Hotpoint Stove: B.C. #NA, Mod. #RA515003WH, Ser. #VT128845H ✓

58 Sanderson St. - GE Ref.: B.C. #NA, Mod. #TBX10SN8ALWH, Ser. #GV113053 ✓

Hotpoint Stove: B.C. #003359, Mod. #NA, Ser. #NA

R2138059R ✓

56 Sanderson St. - Kenmore Ref.: B.C. #003053, Mod. #46162402, Ser. #0111070201308 ✓

Hotpoint Stove: B.C. #003006, Mod. #NA, Ser. #NA ✓

TV109450B
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19 TOTAL REFRIGERATORS

13 TOTAL STOVES

