



**BOARD OF COMMISSIONERS
Regular Meeting
Open Session
November 15, 2016 at 4:30 PM
Conference Room – 60 Congress Street
Springfield, MA 01104**

A. Notice to Clerk

A notice of meeting pursuant to Section 23B of Chapter 39 of the General Laws was sent to the City Clerk, Mr. Anthony Wilson on November 10, 2016.

B. Roll Call

C. Approval of Minutes

- 1.) October 18, 2016

D. Old Business

E. New Business

- 1.) Update on the mainframe server project
- 2) DHCD FYE 3/31/16 Positions and Compensation Form
- 3) Award Contract in the amount of \$34,650 for Cleaning Services at 60 Congress Street to T&S Professional Cleaning Service Inc.
- 4) Award Contract in the amount of \$34,875 to Housing Opportunities Unlimited, for Relocation Advisory Services for residents at Marble Street Apartments
- 5) Accept the Certificate of Final Completion from BG Mechanical Contractors for Zone Valve replacement at Carpe Diem and Forest Park Apartments
- 6) Adopt Resolution #9676 to approve Purchasing Policy Revision
- 7) Enter into a contract with Direct Energy to supply natural gas
- 8) Enter into a Contract for a loan in the amount not to exceed \$30,000 with the Regional Employment Board of Hampden County in order to fund the TRS Outreach Coordinator Position

F. Executive Director's report

- TRS earmark
- Report on the status of the work of Institute for Community Health (logic model, evaluations)
- Upcoming meeting with former Education Secretary Reville
- Update on ConnectHome
- Status report on Marble St. relocation
- Holiday party plans
- Winter preparedness

G. Correspondence/Communications

- 1.) Email from Jeffrey Twerago, Facilities Management Specialist, HUD's Regional Boston Office regarding tornado units replacement
- 2.) DHCD Notice regarding Performance Management Review Launch

H. Reports

- 1.) Financial/ Accounting
 - a.) Accounts Payable – September 2016
 - b.) Financial Report – September 2016

2.) Management

- a.) Public Safety Quarterly Report
- b.) Waiting List Quarterly Report
- c.) Occupancy Report
- d.) Rental Assistance Office Report

I. Executive Session IS EXPECTED

- 1.) To consider the purchase, exchange, lease or value of real property
- 2.) To discuss strategy with respect to litigation – *materials received partially from Priscilla, request for Memo sent to Nicole & Michelle 11/7/16*

J. Adjournment