



**BOARD OF COMMISSIONERS**  
**Annual Meeting**  
**Open Session**  
**September 19, 2017 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 September 14, 2017.

**B. Roll Call**

**C. Approval of Minutes**

- 1.) July 11, 2017

**D. Old Business**

**E. New Business**

- 1) 10th anniversary of project-based voucher program for the Chronically Homeless – presentation by Gerry McCafferty, Office of Housing, the City of Springfield – no materials
- 2) Update on VDI System – no materials
- 3) Accept Change order #1 from BG mechanical service in the amount of \$4,742 for Eagan Street Furnace/ AC Replacement
- 4) Accept Certificate of Final Completion from BG Mechanical Services, Inc. Eagan Street Furnace/ AC Replacement
- 5) Change Order #1 for Boiler replacement at 18 Saab Court
- 6) Award Contract to Inglewood Development in the amount of \$325,900 for ADA renovations at 258 Shady Brook Lane
- 7) Adopt Resolution # 9699 to approve new utility allowances for the HCV program
- 8) Adopt Resolution # 9700 to approve revision of Homeownership Program section of the Section 8 Administrative Plan
- 9) Approve elimination of security deposits
- 10) Update on the status of the Housing Choice Voucher program utilization – *no materials*
- 11) Elections of Officers
- 12) Contract for painting services with the Sheriff's Department - *pending*
- 13) Brief update on the DHCD \$2.2 matter – *no materials*

**F. Executive Director's report**

- 1.) Annual report

**G. Correspondence/Communications**

- 1.) Letter from HUD re Section 8 Management Assessment Program
- 2.) DHCD PHN 2017-18 – Guidelines for At Will Employment of Executive Director
- 3.) Email from TRS Coordinator Zenaida Burgos

## **H. Reports**

- 1.) Financial / Accounting
  - a.) AP – April 2017
  - b.) AP – May 2017
  - c.) AP – June 2017
  - d.) Finance report – June 2017
  
- 2.) Management
  - a.) Public Safety
  - b.) Occupancy Report
  - c.) Waiting List
  - d.) Rental Assistance Office

## **I. Executive Session is expected**

- 1.) To consider the purchase, exchange, lease or value of real property
- 2.) To discuss deployment of security personnel or devices

## **J. Adjournment**