

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON DECEMBER 19, 2017

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 19, 2017.

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 19, 2017 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 14, 2017

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 14, 2017 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

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

Thomas Labonte
Jessica Quinonez
Angela Robles
Willie Thomas
Raymond Warren

ABSENT

ALSO PRESENT

Michelle Booth
Nicole Contois
Howard Coro
Fidan Gousseynoff
John Healy (arrived at 4:37 pm)
Keith McBrien, GDS Associates

JoAnn White

The Board reviewed the Minutes of November 21, 2017. Upon a motion made by Commissioner Labonte, seconded by Commissioner Warren it was unanimously

VOTED: to accept the Minutes of November 21, 2017.

The Board reviewed materials and a recommendation to approve Change order #2 to 18 Saab Court Boiler Replacement Contract #35-C-2017-6-3 from Climate Heating & Cooling. Howard Coro explained that the contractors had to do extra wiring for thermostats in 30 units at 18 Saab Court, along with that all the electrical wiring had to be concealed in order to comply with the City Electrical Code. In response to Commissioner Labonte's question Mr. Coro stated that the staff does physically check if the job required under any change order has been performed. He explained that if there is a change order, himself or John Healy get an approval from their consulting engineer who evaluates the job to be performed and checks the cost of materials. Upon a motion made by Commissioner Labonte, seconded by Commissioner Warren it was unanimously

VOTED: to approve Change Order #2 to 18 Saab Court Boiler Replacement Contract # 35-C-2017-6-3, in the amount \$4,371.20, this will increase the amount of the contract and the new contract amount will be \$346,918.63, and maintain the substantial completion date at October 30, 2017.

The Board reviewed materials and a recommendation to accept the Certificate of Substantial Completion from Climate Heating & Cooling to 18 Saab Court Boiler Replacement Contract #35-C-2017-6-3. Howard Coro stated that all the work is completed except for 5 items requested [by the consulting engineer], there are no issues and the heating system is working fine. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez it was unanimously

VOTED: to accept the Certificate of Substantial Completion from Climate Heating & Cooling Contractors for 18 Saab Court Boiler Replacement Contract #35-C-2017-6-3, hereby accepting the project, effective on December 19, 2017.

John Healy entered Conference Room at 4:37 pm.

The Board reviewed materials and a recommendation to award a contract for Roof Replacements for Jennie Lane Apartments and Pendleton-3 Apartments. Mr. Coro explained that Capeway Roofing System came with the lowest bid which was lower than the estimated cost. Mr. Coro referred to the breakdown of costs on page 3 of the provided material. He confirmed that roofs at all buildings and the Community Room will be replaced. Answering Commissioner Quinonez's question Mr. Healy confirmed that several years ago roofs at Jennie Lane were patched up and down spots and gutters were replaced. In response to Commissioner Warren's question Mr. Coro informed that it is expected that the project will be done in March. Answering Chairman Thomas's question John Healy stated that the project will take approximately one month and a half depending on the weather. Upon a motion made by Commissioner Warren, seconded by Commissioner Labonte it was unanimously

VOTED: to award a contract to the lowest responsible & responsive bidder, Capeway Roofing Systems, Inc. 664 Sanford Road, Westport, MA in the amount of four hundred fifty thousand three hundred dollars (\$452,300.00) for roof replacement at the following locations: Jennie Lane Apartments MA35-14 and Pendleton 3 Apartments MA 35-10 utilizing the funds from Department of Housing & Urban Development (HUD); appoint Executive Director, William H. Abrashkin as the contracting officer authorizing him to execute the contract.

The Board reviewed materials and a recommendation to accept the proposal for the disposition of Eastern Avenue properties from Springfield College. John Healy reminded that in October a restriction was added to the disposition of the property damaged by tornado in 2011. Under that restriction, the sale of the property is restricted to the proposal that uses the property for educational purposes. He explained that Springfield College's proposal was the only one received in response to RFP. Answering Chairman Thomas's question Mr. Healy explained that the RFP was published in a local newspaper, Commbuys (the official online state procurement record system) and at the Central Registry, a state publication where RFP for all construction and real estate projects must be posted. Mr. Healy stated that the proposed price was under the appraised value [of \$44,000] however the SHA is willing to take less revenue on the Eastern Avenue parcels to support Educare, a project that would help educate low-income children and will create construction jobs, permanent jobs at the facility and will be a resource for local colleges. Answering Commissioner Labonte's question Mr. Healy indicated that, to the best of his knowledge, Springfield College must complete the project within a certain time in order to comply with DHCD requirements otherwise it will have to return the property to the SHA. In response to Chairman Thomas's question Mr. Healy explained that if the Board does not accept the proposal, the SHA will go back to RFP until a low-income housing provider proposes to buy the property for \$1 (Option A) or another organization proposes to purchase it for educational purposes (Option B). John Healy promised to provide the Board with the full proposal received from Springfield College explaining that once it is approved, it will become public information. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez it was unanimously

VOTED: to accept the proposal from Springfield College for the amount thirty one thousand four hundred dollars (\$31,400.00) subject to the approval to the Department Of Housing And Community Development and to any response received to the posting in the Central Register; authorize William H. Abrashkin, Executive Director, to execute the agreement.

The Board reviewed and accepted the Audit Report. JoAnn White provided brief summary of the report, indicating that there were no findings, no problems, no deficiencies or non-compliance issues and the issues identified in previous reports were closed. In response to Commissioner Labonte's question about the auditors recommendation described in their letter on 11/15/17, JoAnn White provided explanation about the auditors recommendation to re-evaluate the organization's structure, including ensuring that the cost burden does not exceed 15% of total revenue, upgrading the software, reducing pension liability and considering other cost saving measures. Ms. White commented that a few measures undertaken by the SHA (for example, staff reduction at highest level) is supposed to help the agency to address the concern. Commissioner Warren commented that even though no deficiencies were identified in the last audit report, there is still economic problem with the revenues reported at \$2.6 mln and expenses at \$3.1 million and it will be one

of the challenges the agency will have to deal with when searching for a new executive director.

In response to Commissioner Warren's inquiry Ms. White explained that "overall increase to expenses which was mainly related to increase in housing assistance payments" (as per page 12 of the report) is a positive factor.

In response to Chairman Thomas's request JoAnn White and Michelle Booth provided update on the status of RFP for new software which is currently being finalized by the financial consultant who has obtained input from all the staff. John Healy explained that once the RFP gets published it will take some time to review the proposals, including time for making presentations to the staff and sampling the systems.

The Board reviewed and accepted the FY18 Annual Plan. Fidan Gousseynoff explained how the plan was prepared and how the residents were involved. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles it was unanimously

VOTED: to adopt Resolution# 9706 approving the Springfield Housing Authority's FY2018 annual plan and certifying compliance of the plan and related regulations in accordance with form HUD-50077.

Commissioner Robles provided an update on the Community Preservation Committee work. She stated that the Committee has been meeting every month and the main goal is to prepare the application and the master plan to be submitted to the City Council for approval. Ms. Robles invited the Board members and the staff to share their questions and ideas. In response to Chairman Thomas's question about whether the SHA staff has submitted any application Ms. Robles explained that applications are not accepted yet as the Committee has not finalized the application. Answering Commissioner Warren's question Commissioner Robles confirmed that the Master Plan will include a statement of priorities.

The Board reviewed materials and a recommendation to award a contract for 2018 Annual Automobile Insurance Coverage to Arbella Insurance Group. John Healy explained that two proposal were received for insurance coverage that covers all SHA vehicles. The cost of the coverage increased \$385 more comparing to last year. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles it was unanimously

VOTED: to award a contract to Arbella Insurance Group in care of HUB International 96 Shaker Road, East Longmeadow, MA, in the amount of \$32,087.00 based on a \$500.00 per occurrence deductible for the coverage period January 1, 2018 through December 31, 2018; appoint Executive Director, William H. Abrashkin as the contracting officer authorizing him to execute the contract.

The Board reviewed materials and a recommendation to award a contract for special laundry services and maintenance to Automatic Laundry. John Healy explained that the current laundry services contract is expiring and two vendors submitted their proposals that were reviewed by a committee consisting of District D and Facilities and Capital Improvement staff members. Mr. Healy commented that both proposals were great. Under the contract the laundry service provider will install new washers and dryers, will provide service and maintenance of the equipment. A small portion from

the proceeds will be distributed among Resident Councils. Mr. Healy indicated that several tenants at Saab Court, complaining about difficulty with bending, requested to install a few top-loading machines and the provider agreed to accommodate that request. All front-loading machines to be installed are handicap accessible. Commissioner Quinonez commented that she is satisfied with the current laundry services provider and Mr. Healy indicated that Automated Laundry received very positive feedback from many residents when the SHA was doing a survey for the energy performance contract. Answering Chairman Thomas's question on how the SHA verifies the amounts received from the laundry services provider, JoAnn White explained that the vendor sends quarterly reports. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles it was unanimously

VOTED: to award a five year contract, for the period of December 31, 2017 until December 31, 2022 to Automatic Laundry, 45 Border, St., West Newton, MA; appoint Executive Director, William H. Abrashkin as the contracting officer authorizing him to execute the contract.

Nicole Contois left the Conference Room at 5:21 pm.

The Board reviewed materials and a recommendation to award two CHESS project-based vouchers to Home City Development, Inc. Michelle Booth provided information about an RFP issued for the program. Home City Development, Inc. proposed four two-bedroom units and since there was not a need for 4 two-bedroom units, the landlord agreed to SHA's offer to consider housing one-person families in the two bedroom unit and receive a one-bedroom subsidy payment. It is anticipated that some participants may re-unite with family and will need the additional bedroom at some time during program participation. Answering Commissioner Warren's question Ms. Booth explained that no roommates are allowed under this program and all participants must live independently. She expressed her satisfaction that the units at Adam Street are newly renovated apartments in an area that is being redeveloped after tornado. Ms. Booth explained that apart from getting a recommendation from the Sheriff's Department the SHA has been conducting its own screening of the participants before awarding a CHESS voucher and a couple of times had to reject the candidates recommended by the Sheriff's Department because they did not pass the landlord references check. In response to Chairman Thomas's question Ms. Booth explained that all program participants receive intensive case management to make sure they receive necessary treatment, go to AA meetings as well as are being assisted with training and employment search. Ms. Booth stated that the program had only 1% recidivism rate. Ms. Booth confirmed that those participants who graduate from the program get an opportunity for permanent housing assistance. Upon a motion made by Commissioner Quinonez, seconded by Commissioner Labonte it was unanimously

VOTED: to award two CHESS project-based vouchers to Home City Development, Inc. for 71 Adams Street, units 21 and 41.

The Board reviewed and accepted the Accounts Payable and Financial Report for the month of October 2017. JoAnn White indicated that the agency is still ahead of the budget with only one AMP - Marble Street - operating in deficit due to many relocation payments. The Accounting Department will be doing projecting of the next budget and considering further cost saving measures. Commissioner Warren questioned if there have been any requests to get new snow removal equipment recently and Michelle Booth stated that no complaints have been received yet. The garage was transferred under a supervision of the

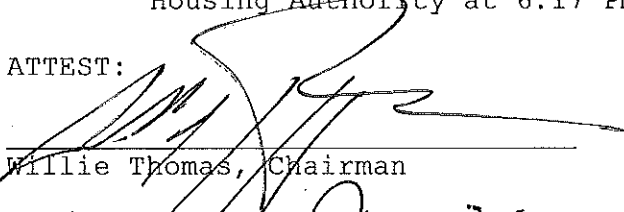
District B foreman Jason Guyer and Richie Dagneault has been doing lots of preventative maintenance.

Ms. Booth added that one of the cost cutting measures -assigning painting services to the Sheriff's Department crew - has been working really well.

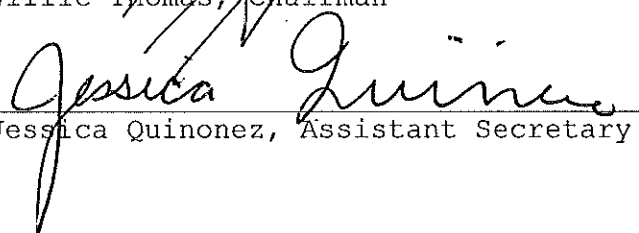
There being no further business to come before the members of the Springfield Housing Authority Board, upon a motion made by Commissioner Labonte, seconded by Commissioner Warren, it was unanimously

VOTED: to adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 6:17 PM.

ATTEST:



Willie Thomas, Chairman



Jessica Quinonez, Assistant Secretary