

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON FEBRUARY 19, 2013

The members of the Springfield Housing Authority met in Open Session at the Conference Room of the Springfield Housing Authority at 18 Saab Court, Springfield, Massachusetts at 4:30 PM on February 19, 2013.

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 19, 2013 in the Conference Room of the Springfield Housing Authority at 18 Saab Court, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY

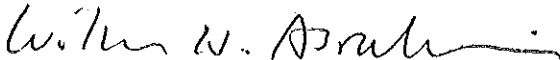
/s/William H. Abrashkin, Executive Director

February 14, 2013

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 14, 2013 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 4:55 PM, and those present upon roll call were as follows:

PRESENT

Raymond Warren
Willie Thomas
Thomas Labonte
Angela Robles

ABSENT

ALSO PRESENT

William Abrashkin
Michelle Booth
Michael Bailey
Sean Cahillane
Priscilla Chesky
Joseph D'Ascoli
Mary Ellen Lowney
Isabel Serrazina
Pamela Wells

The Board reviewed the minutes of January 15, 2013. Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was unanimously

VOTED: To approve the minutes of January 15, 2013, 2012.

The Board reviewed a recommendation to formally adopt a FYE 03/31/2011 PHAS Score Recovery Plan. Judge Abrashkin indicated that the plan was provided to the Board at the January meeting for informational purposes, but that since, HUD had indicated that the plan needs to be formally adopted by the Board. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: To adopt Resolution No. 9574, accepting the Springfield Housing authority's ["SHA"] FYE 03/31/2011 PHAS Score Recovery Plan to comprise of: training of property management and maintenance staff inclusive of Uniform Physical Conditions Standards provided by U.S. Inspection Group, Inc. and Facility Management Inspections provided by DHCD; REAC physical inspection improvement plans developed and submitted by each property manager, to include corrective action to be taken on deficiencies and plans for preventing deficiencies in the future; and by expanding its resources to address maintenance needs/physical deficiencies; and it is further resolved that the SHA will submit quarterly reports to HUD, beginning March 2013, reporting on its recovery plan, until such time the SHA has reached passing REAC physical inspection

scores at each of its federal Asset Management Properties.

The Board reviewed the agreement reached between the SHA and AFSCME, AFL-CIO State Council 93, Local #3521 representing Bargaining Unit C, Clerical, for the period April 1, 2012 through March 31, 2014. It was noted that the agreement was ratified by Unit C members on February 12, 2013. There being no concerns with the agreement, upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To adopt Resolution No. 9575, whereas the Springfield Housing Authority ["SHA"] Board of Commissioners accepts the terms of the union agreement put forth between the SHA and AFSCME AFL-CIO, State Council 93, Local #3521 for Bargaining Unit C, Clerical, for the period April 1, 2012 through March 31, 2014.

The Board reviewed materials relative to a write-off of public housing authority tenant accounts receivable for FYE 2013, for a total write-off of \$91,160.15. Upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was unanimously

VOTED: To adopt Resolution No. 9576, whereas the Springfield Housing Authority Board of Commissioners wishes to approve the write-off of \$91,160.15 in vacated Tenant Account Receivables for FYE2013.

The Board reviewed materials and a recommendation regarding the FY2013 income limits for the Massachusetts Rental Voucher Program. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was unanimously

VOTED: To adopt Resolution No. 9577, whereas the Springfield Housing Authority wishes to accept the following revised income limits for the Massachusetts Rental Voucher Program ["MRVP"] effective March 1, 2013:

Number of Household Members	200% of Federally Established Poverty Level Standard for Massachusetts
1	\$ 22,980
2	\$ 31,020
3	\$ 39,060
4	\$ 47,100
5	\$ 55,140
6	\$ 63,180
7	\$ 71,220

8	\$79,260
Over 8	Add \$8,040 for each additional household member

The Board reviewed a recommendation to authorize a grant application to be submitted to the City of Springfield for CDBG funds. Ms. Wells reported that these funds would be used to continue to run the GED programming offered to residents. Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was unanimously

VOTED: To authorize the Springfield Housing Authority to submit an application for funding, in the amount of \$20,000.00, in response to the City of Springfield's Community Development Block Grant Requests for Proposals for the period July 1, 2013 through June 30, 2014.

The Board reviewed materials related to a contract award for elevator maintenance. Mr. Bailey reported that bids were received from three prospective vendors and that upon evaluating all bids and finding them all compliant, a recommendation was being made for the lowest responsive bidder, KONE Elevator. Judge Abrashkin indicated that KONE had been the elevator service contractor several years ago and recommended that Mr. Bailey schedule a meeting with their representatives, SHA staff and general counsel to carefully go over the terms of the contract before services commence. Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was unanimously

VOTED: To award a three year contract with up to two (2) additional one (1) year terms to KONE elevator. This recommendation is based on the annual fee for year 1, the emergency hourly rate, and the estimated number of monthly emergency hours.

The Board considered a revised schedule of charges for tenant damage to SHA property for approval. Ms. Booth reported that it had been many years since the schedule had been revised and that property managers were finding the cost that was being assessed to residents for tenant related damage was not covering the cost of materials and/or labor. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To approve the revised schedule of charges for tenant related damages to SHA property, as attached hereunto as Exhibit A.

Judge Abrashkin reported on snow removal following the storm of February 8-9th, indicating staff's round the clock response and hard work. He reported that a note of thanks was issued to the maintenance staff that worked tirelessly to return the SHA properties to a safe condition. Chairman Warren indicated that he would like to extend the same thanks to the maintenance staff from the Board of Commissioners.

Judge Abrashkin indicated that the resident commissioner position on the Board, vacated by Eugenia Choiniere, needs to be filled. He requested that Ms. Wells work with her resident services staff to gather nominations from the resident councils.

Judge Abrashkin gave a brief overview on Governor Patrick's proposal to regionalize the state's housing authorities.

Judge Abrashkin indicated that he received a report from Mr. Kisiel that the SHA is spending approximately \$500,000.00 in water consumption throughout the agency and that it would be necessary to seek ways to save on these energy costs.

Michael Bailey left the Conference Room at 5:45 PM.

The Board accepted correspondence from DevelopSpringfield extending an invitation to attend its second annual DevelopSpringfield gala on April 12th. Judge Abrashkin indicated that the SHA would register as a community sponsor, which provides for ten attendees and if any members were interested in attending, to please advise Ms. Serrazina.

Pamela Wells left the Conference Room at 5:47 PM.

The Board reviewed and accepted the Management Occupancy, Waiting List and Public Safety reports for the month of December 2012.

Mary Ellen Lowney left the Conference Room at 5:56 PM.

The Board reviewed and accepted the Financial Accounts Payable report for the month of January 2013.

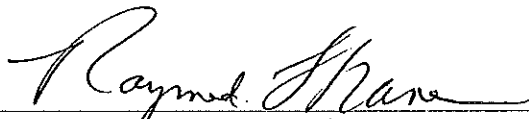
Mr. Cahillane provided the Board with an update of the goings-on at 60 Congress Street, which included collecting rent from the

current occupant, spending time with both the occupant and vendors that provide services at the space. He also reported that he has been interviewing SHA staff to determine office and space needs and expects that design of the space will begin in approximately three to four weeks. Mr. Cahillane another matter being discussed and up for consideration is the SHA's current PILOT agreement with the City of Springfield.

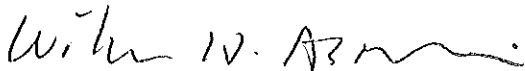
There being no further business to come before the members of the Springfield Housing Authority, upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 6:15 PM.

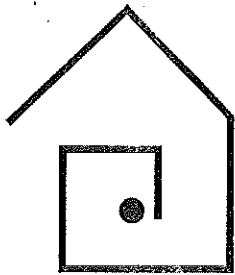
ATTEST:



Raymond Warren, Chairman



William H. Abrashkin, Executive Director



SPRINGFIELD
HOUSING
AUTHORITY

Schedule of Charges for Tenant Damage to SHA Property

Approved by the Board of Commissioners; February 19, 2013

The following charges are to be assessed for damages or repairs caused by the tenants, their children/guest or invitees negligence or actions. Tenants are responsible to report promptly to the Springfield Housing Authority, all maintenance problems and damages to the apartment.

After Hours Call-Outs:

Cost:

Lock out	1 hour maintenance labor ¹
False claim of no heat or heat below Sanitary Code	3 hour maintenance labor ²
Tenant abuse/damage requires SHA response	3 hour maintenance labor ³ and materials

Interior/Exterior Doors:

Cost:

Lock Replacement (Knob and Deadbolt Type)	\$275.00
Lock Replacement (Knob Lock only) *	\$200.00
Lock Replacement (Lock Cylinder only)	\$ 25.00
Passage Doorknob Set (Interior Door Only)	\$ 45.00
Interior Wooden Door w/o Jamb	\$100.00
Interior Wooden Door w/ Jamb	\$200.00
Wooden Exterior Door w/o Jamb	\$275.00
Wooden Exterior Door w/ Jamb	\$375.00
Metal Exterior Door w/o Jamb	\$275.00
Metal Exterior Door w/ Jamb	\$375.00
Metal Storm Door	\$225.00
Storm Door Closer	\$ 35.00
Storm Door Handle	\$ 20.00
Door Bell (Button Only)	\$ 10.00

¹ As required under terms of SHA contract with AFSCME.

² As required under terms of SHA contract with AFSCME.

³ As required under terms of SHA contract with AFSCME.

Windows

	<u>Cost:</u>
Door Glass (Storm and Metal Door)	\$100.00
Double Hung Windows (per sash)	\$ 75.00
Casement Window	\$150.00
Sliding Window	\$100.00
Cellar Window	\$ 25.00

Screens:

	<u>Cost:</u>
Window Screen (Double Hung)	\$ 25.00
Window Screen (Casement)	\$ 25.00
Window Screen (Sliding)	\$ 25.00
Security Screen at Pear Dr. (Screen Only)	\$ 75.00
Security Screen at Pear Dr. (complete)	\$225.00
Security Screen at Scattered Sites (Screen Only)	\$ 50.00
Security Screen at Scattered Sites (complete)	\$225.00
Storm Door	\$ 25.00
Cellar Window	\$ 15.00

Bathroom:

	<u>Cost:</u>
Toilet Tank (only)	\$ 75.00
Toilet (complete)	\$225.00
Toilet Seat	\$ 25.00
Sink (repair)	\$ 25.00
Sink	\$175.00
Vanity (door)	\$ 35.00
Vanity	\$200.00
Faucet	\$150.00
Shower Head	\$ 15.00
Medicine Cabinet (glass door)	\$ 35.00 ea
Medicine Cabinet	\$175.00
Medicine Cabinet (Light lens at Pear)	\$ 45.00
Medicine Cabinet (Light lens at Scattered Sites)	\$ 35.00
Towel bar	\$ 30.00
Toothbrush Holder	\$ 15.00
Clearing Plugged Toilet, Sink or Shower (minor plug)	\$ 25.00
Clearing Plugged Toilet, Sink or Shower (major plug)	\$125.00

Kitchen:

	<u>Cost:</u>
Sink Replacement	\$250.00
Cabinet Door	\$ 35.00
Drawer	\$ 50.00

Hinge Set	\$ 25.00
Counter Top (complete replacement)	Materials+Labor
Counter Top (damage)	\$ 15.00/sq.in.
Faucet	\$200.00
Broiler Pan	\$ 40.00
Ice Tray	\$ 10.00
<u>Railings:</u>	<u>Cost:</u>
Interior	\$ 75.00
Exterior	\$100.00
<u>Walls:</u>	<u>Cost:</u>
Holes (1" to 12" Diameter)	\$ 25.00
Holes (12" and larger)	\$ 75.00
Repaint Rooms after Tenant Painting (per room)	\$ 300.00
Ceramic Wall Tile	\$ 10.00/tile
<u>Ceilings:</u>	<u>Cost:</u>
Holes (1" to 12" Diameter)	\$35.00
Holes (12" and larger)	\$75.00
<u>Flooring:</u>	<u>Cost:</u>
Vinyl Floor Tile Replacement	\$10.00/tile
Ceramic Floor Tile	\$20.00/tile
<u>Baseboard Heaters:</u>	<u>Cost:</u>
End Caps (4" right and left)	\$30.00
End Caps (8" right and left)	\$35.00
Center Splices (4")	\$20.00
Center Splices (8")	\$25.00
90* Cap (inside and outside)	\$20.00
Face Plate	\$30.00/foot
Heating Element (per foot)	\$15.00
Complete Heater (per foot)	\$50.00
<u>Appliance Damage:</u>	<u>Cost:</u>
Stove Damage (dent or scratch)	\$ 30.00
Stove Replacement	\$400.00
Refrigerator (dent or scratch)	\$ 30.00/dent
Refrigerator Replacement	\$500.00

If parts must be replaced on any appliances due to tenant abuse/damage the charge will be for labor, and materials.

Exterior Surfaces:

Cost:

Vinyl Siding (per piece)	\$35.00
Graffiti (per location)	\$45.00/hr
Lawn damage	Maintenance time and materials

Unit not ready for a scheduled extermination

Bedbug: 1 Bedroom	<u>Cost:</u> \$125.00
2 Bedroom	<u>Cost:</u> \$125.00
3 Bedroom	<u>Cost:</u> \$250.00
4 Bedroom	<u>Cost:</u> \$250.00
5 Bedroom	<u>Cost:</u> \$250.00
Cockroach: 1 Bedroom	<u>Cost:</u> \$ 25.00
2 Bedroom	<u>Cost:</u> \$ 35.00
3 Bedroom	<u>Cost:</u> \$ 45.00
4 Bedroom	<u>Cost:</u> \$ 55.00
5 Bedroom	<u>Cost:</u> \$ 65.00

PLEASE NOTE: If any damaged items are not listed above cost of repair will be materials plus labor costs.

Revised February 2013