

MINUTES OF AN ANNUAL MEETING  
- OPEN SESSION -  
OF THE SPRINGFIELD HOUSING AUTHORITY  
HELD ON SEPTEMBER 16, 2014

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 September 16, 2014.

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 an Annual Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, August 19, 2014 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  
September 11, 2014

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 September 11, 2014 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 4:30 PM, and those present upon roll call were as follows:

PRESENT

Raymond Warren  
Willie Thomas  
Thomas Labonte  
Angela Robles  
Jessica Quinonez

ABSENT

ALSO PRESENT

William Abrashkin  
Michelle Booth

Attorney Craig Brown  
Howard Coro  
Stephen Ethier  
Fidan Gousseynoff  
Wallace Kisiel  
Mary Ellen Lowney

The meeting started with reviewing the Minutes. By Chairman Warren's request Fidan Gousseynoff provided brief information on reconstructing the Minutes from two meetings that were held in 2013. Board reviewed the minutes of March 19, 2013. Upon a motion made by Commissioner Robles, seconded by Commissioner Labonte, it was a majority vote (Commissioner Quinonez abstained)

VOTED: To approve the minutes of March 19, 2013.

The Board reviewed the minutes of September 19, 2013. Upon a motion made by Commissioner Labonte, seconded by Commissioner Robles, it was a majority vote (Commissioner Warren abstained)

VOTED: To approve the minutes of September 19, 2013.

The Board reviewed the minutes of August 19, 2014. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was a majority vote (Commissioner Warren abstained)

VOTED: To approve the minutes of August 19, 2014.

The Board reviewed the Certificate of Substantial and Final Completion dated September 4, 2014 from R.A.C Building Inc. Howard Coro praised the work of R.A.C Building Inc. who were able to finish window replacement at 40 units and the Community Room at Forest Park Manor on time and within the budget.

Upon a motion made by Commissioner Thomas, seconded by Commissioner Quinonez, it was unanimously

VOTED: To accept the Certificate of Substantial and Final Completion from R.A.C Building, Inc. and authorizing Certification for payment in the amount of \$110,000 for contract #DHCD Fish#281103, hereby accepting the project, effective on September 4, 2014.

Wallace Kisiel presented to the Board the materials on invitation for bids for heating supplies like boilers, boiler parts etc. He explained that IFB were publicly advertised in a newspaper and the Central Registry and that the SHA is not required to get all the supplies from one company. He also explained that even though any individual amount to be awarded to each company is less than \$25000, the total heating supply award amount is more than \$26000 so it necessary to seek Board's approval on this matter.

Upon a motion made by Commissioner Robles, seconded by Commissioner Quinonez, it was unanimously

VOTED: To make the following contract award recommendation totaling \$26,631,18:

Suppliers	PO Amount	# Awarded Items
<b>Baystate Plumbing</b> 15 Mill Street, Springfield, MA 01108	\$11,716.18	10 items
<b>Bender Plumbing</b> 197 Warwarme Ave. Hartford, CT 06114	\$9,804.36	13 items
<b>FW Webb</b> 145 Performance Blvd, Springfield, MA 01104	\$5,111,64	7 items

SHA's IT Director Stephen Ethier provided information on the issue of cyber security. He stated that DHCD authorizes spending \$7500 on ensuring that the computer systems are appropriately protected and any potential threats are identified in a timely manner. He explained that the SHA will be publishing RFP to find a company that will check if the SHA computer systems are protected. Answering Wallace Kisiel's question he indicated that it is not know yet whether \$7500 will be enough to cover all the expenses. Mr. Abrashkin and Mr. Ethier emphasized the importance of this issue, taking into account large amounts of confidential information kept in the SHA database - information on thousands of people including residents, landlords, and employees.

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

VOTED: To enter into Executive Session to consider the purchase, exchange, lease or value of real property and to reconvene in Open Session.

The SHA Board reconvened at 5:55 pm and those present were: Raymond Warren, Willie Thomas, Thomas Labonte, Jessica Quinonez, Angela Robles, William Abrashkin, Michelle Booth, Wallace Kisiel, Mary Ellen Lowney, and Fidan Gousseynoff.

The Board held annual elections of the officers of the Board of Commissioners. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To nominate Raymond Warren to serve as the Board Chairman for one more year (September 2014 through September 2015).

Chairman Warren suggested keeping the current roster of officers for one more year. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez, it was unanimously

VOTED: To continue the current roster of officers of the Board for the period of September 2014 through September 2015.

Chairman Warren stated that he would like to suggest moving to a new practice when every Board member takes some additional responsibilities. The responsibilities may be distributed based on areas like tenant services, housing legislation, law enforcement, community relations etc. He informed that the idea was supported by Vice-Chairman Thomas and William Abrashkin. He indicated that this is a subject to further discussion and comments from the Commissioners about their availability, interest, potential conflict of interests etc.

On the matter of Executive Director's Contract William Abrashkin stated that he had been informed by the general counsel Priscilla Chesky that the issue of his salary rise, that was approved at the previous Executive Session, must be voted on in the open session. Upon a motion made by Commissioner Thomas, seconded by Commissioner Quinonez, it was unanimously

VOTED: To approve a 5% increase in the Executive Director's salary.

The Board reviewed the recommendation to approve an incentive for Springfield Housing Authority's employees to participate in the United Way Annual Campaign.

Upon a motion made by Commissioner Robles, seconded by Commissioner Quinonez, it was unanimously

VOTED: To approve an incentive for Springfield Housing Authority's employees to participate in the United Way of Pioneer Valley's 2014-2015 Annual Campaign, whereas employees will be provided ½ hour of compensated leave for every \$0.25 per week donation, with a maximum allowable compensated leave of 8 hours, to be used by December 31, 2015 and subject to supervisor's approval in accordance with the Employee Handbook vacation leave policy.

William Abrashkin started his Executive Director's report with expressing his gratitude to Raymond Warren for agreeing to serve as the Board Chairman for one more year. He also congratulated Willie Thomas on being re-appointed by the Governor as a Board Member for five more years. Mr. Abrashkin continued with expressing his gratitude to Fidan Gousseynoff for all the efforts in preparing, editing, proof-reading and formatting the Annual Report, indicating that it took several months to make this document that is designed to provide information about all important activities within the Springfield Housing Authority.

Mr. Abrashkin's continued his report by reviewing an issue of a need for a community center to run TRS and other residential programs. He indicated how important it is to build a center for TRS program at

Robinson Gardens where it is currently being run at a small place converted from a residential unit. The Springfield Housing Authority has opened some discussions about funding opportunities for building a community center for the SHA residents both with DHCD and the Head Start. Mr. Abrashkin explained that since DHCD cannot authorize to spend any part of the state funds (both capital and operating) on a project at a federal development, the SHA Real Estate Development Project Administrator Sean Cahillane, has found a several properties right on the border with Robinson Gardens where a community center can be constructed. Mr. Abrashkin stated that the SHA is planning to work together with the Head Start to apply for a grant from CIDAC, an agency that funds capital improvement for early childhood education facilities. The Executive Director indicated that due to success of TRS program there are so many agencies willing to provide services to the SHA residents and so many tenants interested in the services, so it is very important to have a facility to accommodate these needs.

The Board reviewed and accepted the Communication/ Community Relations report presented by Mary Ellen Lowney. She indicated that most of the time has been spent recently on preparing a new article for NAHRO magazine that is expected to be published in December.

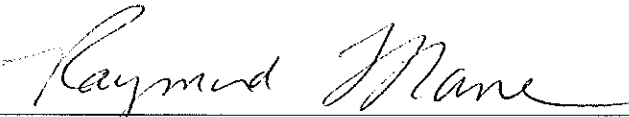
Mary Ellen Lowney left the Community Room at 5:31 pm.


The Board reviewed the Financial and Accounting report. Answering Chairman Warren's and Commissioner's Robles's questions Michelle Booth explained about the status of utility allowance payments. Answering Commissioner Labonte's request, William Abrashkin and Michelle Booth provided an explanation on the payments to the Friends of the Homeless. Chairman Warren also inquired about a number in the income report for the project 705 A that seemed incorrect. Mr. Abrashkin promised to get a clarification from the Accounting Department.

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

VOTED: To adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 5:36 PM.

ATTEST:

  
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Raymond Warren, Chairman

  
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William H. Abrashkin, Executive Director

