

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON AUGUST 21, 2018

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 August 21, 2018.

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

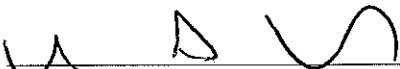
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, August 21, 2018 in the Conference Room of the Springfield Housing Authority at 60 Congress Street, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY
/s/Nicole Contois, Interim Executive Director
August 17, 2018

CERTIFICATE AS TO SERVICE OF THE NOTICE OF MEETING

I, Nicole Contois, the duly appointed and qualified Secretary of the Springfield Housing Authority, do hereby certify that on August 17, 2018 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:



Nicole Contois / Interim 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
Willie Thomas
Raymond Warren

ABSENT

Angela Robles

ALSO PRESENT

Priscilla Chesky, Lyon & Fitzpatrick
Nicole Contois
Fidan Gousseynoff
George Mack
JoAnn White

The Board reviewed the Minutes of June 26, 2018. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez it was unanimously

VOTED: to approve the Minutes of June 26, 2018.

The Board reviewed materials and a recommendation to award a contract for on-call architectural and engineering services to Pernice and Associates, Caolo and Bieniek, Waterfield Design Group, and Architectural Solutions. Nicole Contois explained that every three years the SHA issues a request for qualifications and the nine respondents were evaluated by the Selection Committee which included Naomi DeChristopher, Howard Coro and John Healy. Based on the criteria listed in the document presented to the Board, the Committee recommended awarding this contract to four firms. The services of the firms will be used as needed based on their qualifications, availability and price. Ms. Contois noted that it is advisable to have several companies for this contract because usually architectural companies are booked for at least 6 months ahead and also because some companies have a specialty for specific projects. She explained that the maximum amount of the contract represents 10% of the Capital Fund from which the contracts will be paid. Upon a motion made by Commissioner Warren, seconded by Commissioner Quinonez it was unanimously

VOTED: to award four "On-Call" Architectural and Engineering contracts with task order fees being determined on a project by project basis for a not to exceed three (3) year amount of \$741,210.00 to Pernice and Associates, 34 Mount Pleasant Avenue, West Springfield, MA 01089; Caolo and Bieniek 521 East Street Chicopee, MA 01020; Waterfield Design Group, 50 Cross Street Winchester, MA 01890; Architectural Solutions, 375 Atherton Street Milton, MA 02186 to provide plans, specifications, contract administration and construction supervision, for "On-Call" Architecture & Engineering Services; appoint the Executive Director, as the Contracting Officer, to execute the contracts; as advertised in the Request For Qualifications, funding to come from the Capital Grant Program, subject to the review and approval of HUD.

The Board reviewed materials and a recommendation to approve the public solicitation of a Proprietary specification for the replacement of kitchen cabinets and electric panels at Carpe Diem Apartments. Ms. Contois explained that SHA is requesting a permission to publically bid a "proprietary" specification for the replacement of kitchen cabinets and electrical panels at Carpe Diem Apartments. The two proprietary items are GE breakers (GE is the only manufacturer that makes breakers compatible with shared neutral wiring in the units) and Moen faucets (the brand that is used in all SHA developments). Ms. Contois noted that having one brand of plumbing fixture would eliminate the need for replacement costs. She stated that once approved by the Board, the request will be forwarded to DHCD and only after their approval, a FRP will be issued. In response to Commissioner Labonte's question Ms. Contois indicated that GE breakers were recommended by the architect and the SHA requested to have all faucets consistent with faucets used in all other developments. In response to Commissioner Quinonez's inquiry Nicole Contois confirmed that the electrical and plumbing fixtures are up-to-date. Upon a motion made by Commissioner Warren, seconded by Commissioner Quinonez it was unanimously

VOTED: to approve the public solicitation of a "proprietary specification" for the replacement of Kitchen Cabinets and Electrical Panels at Carpe Diem Apartments (667-1), subject to the review and approval of the Department of Housing and Community Development (DHCD).

The Board entered into a discussion regarding Denise Jordan attending the 25th Conference for Commissioners and Executive Directors at Martha's Vineyard. Chairman Thomas indicated that he had received a request from Ms. Jordan to approve her participation at the conference. He noted that during his recent telephone conversation with DHCD, they inquired about the plans for professional development for Ms. Jordan who has a great experience in public administration but no experience in public housing. Mr. Thomas informed DHCD that he will provide all his support to the new ED and that Ms. Jordan is willing to attend seminars and trainings. Mr. Thomas indicated that even though the contract with Ms. Jordan has not been approved yet, the Board still has the option to authorize Ms. Jordan's attendance at the conference. General Counsel Chesky noted that Ms. Jordan will pay for all the expenses associated with the conference and will be reimbursed by the SHA, including \$675 for registration, \$590 for accommodation, \$215 for per diem expenses and plus for all travel expenses (mileage, tolls, parking, and ferry). She stated that the conference at Martha's Vineyard has a reputation of an event providing great opportunities for learning and establishing connections. Ms. Chesky said that Leo Dauwer promised to make sure that Ms. Jordan is connected to many experienced executive directors attending the conference. In response to Chairman Thomas's question Ms. Chesky explained why the SHA cannot pay for the conference expenses upfront. Upon a motion made by Commissioner Warren, seconded by Commissioner Labonte it was unanimously

VOTED: to reimburse Ms. Jordan for the expenses for attending the training sessions at Martha's Vineyard, including registration fee, accommodation, food and other incidental expenses compatible with the [SHA] Employee Policy.

The Board reviewed materials and a recommendation to authorize Nicole Contois to sign a new corporate certificate for the 2018-2019 CDBG grant for the Duggan Youth Program. Fidan Gousseynoff explained that since William H. Abrashkin is no longer the Executive Director, the City has requested to provide a new Corporate Certificate which requires the Board's formal vote. Chairman Thomas inquired whether a vote will be required for all contracts to be signed by Ms. Contois and Attorney Chesky stated that normally no vote or special authorization is needed for new contracts or agreements unless a vendor, a grantor or an agency are asking for it. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez, it was unanimously

VOTED: to accept the 2018-2019 Community Development Block Grant [for the 2018-2019 CDBG grant for the Duggan Youth Program] in the amount of \$12,000 and authorize Interim Executive Director Nicole Contois to sign the Contract with the City of Springfield.

Nicole Contois started her Interim Executive Director's report by informing the Board about the recent visit of the auditors, Guyder & Hurley. She

reported that this time the major point of their interest were Capital Fund, Section 8 and they also conducted a visit to the warehouse. Ms. Contois shared that the auditors were satisfied with the results of the audit - no issues were identified for the CFP and there might be a recommendation for the Section 8 on the subject of allocating salaries - the auditors recommended charging more to MRVP and less to HCVP, and JoAnn White is currently working on this issue. Ms. Contois also informed that the auditors were happy with the level of items at the warehouse which is a result of the efforts to eliminate the problem with lots of surplus and obsolete items. Ms. Contois stated the auditors are planning to come to one of the Board meetings in nearest future and also to meet with the new Executive Director.

Ms. Contois continued her report by informing the Board about a big project currently under way - revising the Section 8 Administrative Plan. She indicated that last time it was revised in 2009, and there was an urgent need to update it to make sure the policies are in line with the practices. The project is being conducted by Ms. Contois, Blanca Berrios, Anna Smith and a representative of Nan McKay. Each policy and section has been reviewed and the Plan is currently being assessed by the General Counsel to make sure it's in compliance with local and state policies. When the revision is complete, the Plan will be available for public review and comments for 45 days. Once finalized, the Plan will be presented to the Board.

Nicole Contois informed about the Back-To-School events held at Robinson Gardens and Duggan Apartments with 50 families attending at each site. 200 backpacks with school supplies were distributed and one more event will be held at Sullivan next week.

As per Chairman Thomas's request Ms. Contois provide information about recent meetings between the staff and Denise Jordan. She reported that Ms. Jordan had already met with Ms. Contois, the HR Director and the Executive Department Manager, and meetings with all department heads are scheduled for August 22. Meeting with the IT Director will be scheduled for later because of the training he is currently attending. The next step after that will be visiting the districts and meeting with the managers and foremen. Commissioner Labonte who was present at the meetings characterized them as very informative and cordial.

The Board accepted the Accounts Payable and Financial Reports. Finance Director JoAnn White informed that since she has been involved into several special projects, the submitted reports were prepared by Mike Petro. She stated that report for SHA, Inc. needs to be corrected and will be re-submitted at the time of the Annual Meeting in October. Ms. White also informed that a comprehensive plan for spending the proceeds from Marble Street will be finalized after the new ED provides her opinion. Commissioner Warren expressed his concern about very high utility bills, especially water bills. Ms. White indicated that the raising water bills reflect increasing plumbing and repair fees. She expressed her hope that once the Energy Performance Contract is in place, it will help to reduce water consumption at SHA developments (new flow-restricting faucets and other efficient plumbing fixtures are planned to be installed).

JoAnn White informed the Board that the Money Market account used for security deposits and the TRA Checking account need to be closed to eliminate fees and charges. She reminded that all security deposits were paid by March 2018. She requested Chairman Thomas to sign a letter authorizing closing the accounts.

The Board welcomed George Mack attending the Board meeting for the 1st time. Mr. Mack stated that he has been a resident of Springfield for the last 8 years and was advised to start attending SHA Board meetings to learn more about what is happening in the City.

JoAnn White left the Conference Room at 5:10 pm.

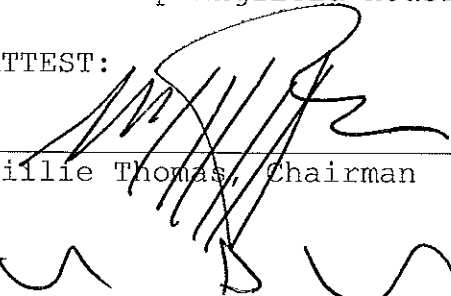
Chairman Thomas entertained a motion to enter into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Upon a motion made by Commissioner Labonte, seconded by Commissioner Quinonez it was by a roll call vote (Thomas - Aye, Labonte - Aye, Quinonez - Aye, Warren - Aye) unanimously

VOTED: to enter into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and not to reconvene in Open Session.

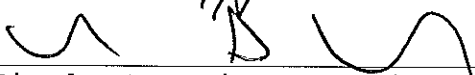
There being no further business to come before the members of the Springfield Housing Authority Board, upon a motion made by Commissioner Warren, seconded by Commissioner Quinonez, it was unanimously

VOTED: to adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 5:12 PM.

ATTEST:



Willie Thomas, Chairman



Nicole Contois, Interim Executive Director

