

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON NOVEMBER 20, 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 November 20, 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

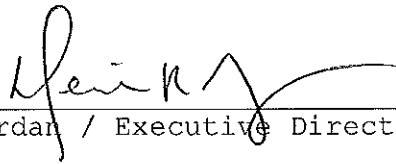
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, November 20, 2018 in the Conference Room of the Springfield Housing Authority at 60 Congress Street, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY
/s/Denise Jordan, Executive Director
November 16, 2018

CERTIFICATE AS TO SERVICE OF THE NOTICE OF MEETING

I, Denise Jordan, the duly appointed and qualified Secretary of the Springfield Housing Authority, do hereby certify that on November 16, 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:



Denise Jordan / Executive Director/Secretary to the Board

Chairman Labonte 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 (arrived at 4:32 pm)
Willie Thomas
Raymond Warren

ABSENT

ALSO PRESENT

Jacque Banks
Blanca Berrios
Sonia Colon
Nicole Contois
Howard Coro
Celina Correa
Richard Daigneault
Michele Decoteau

Stephen Ethier
Hellen Exposito (arrived at 4:36 pm)
Fidan Gousseynoff
Kathy Hardy
John Healy
Denise Jordan
Kevin Kleszczyński

John Martin
Steve Monteiro
Ivette Otero
Paul Pereira
Herminia Quiles
Michelle Ricker
Anna Smith

Dave Thompson
Jose Torres
Pam Wells
Sandra West
JoAnn White
George Williamson

The Board reviewed the Minutes of October 16, 2018. Upon a motion made by Commissioner Thomas, seconded by Commissioner Warren it was unanimously¹

VOTED: to approve the Minutes of October 16, 2018.

Commissioner Robles entered the Conference Room at 4:32 pm.

Chairman Labonte welcomed all SHA staff members and thanked them for attending the meeting. By his request all attendees introduced themselves. Chairman Labonte stated that starting from January he would like each manager and foreman to come to the Board, make an introduction about their AMPs and answer the Board's questions. Mr. Labonte indicated that presentations by the District Managers will be conducted on a regular basis and all managers and other staff members are welcome to attend.

Blanca Berrios, Sonia Colon, Michele Decoteau, Stephen Ethier, Steve Monteiro, Ivette Otero, Paul Pereira, Michelle Ricker, Anna Smith, Dave Thompson, Pam Wells, George Williamson left the Conference Room at 4:35 pm.

Hellen Exposito entered the Conference Room at 4:36 pm.

The Board reviewed materials and a recommendation to approve the Springfield Housing Authority's Capital Improvement Plan 2019 Submission for the State Portfolio. John Healy reminded that the Capital Plan is prepared and submitted to DHCD every year and covers projects like 667 and 689. He stated that one of the items on the Plan - ADA renovation at Shady Brook Lane has been recently completed and the next big item is replacing kitchens and electrical panels at Carpe Diem Apartments at Shaine Circle - \$2.1 million was allotted for this project though actual cost might be less. The project will be submitted for bids once approved by DHCD. Mr. Healy explained that the electrical panels replacement was recommended by DHCD. After this project is completed the next big project will be roofs replacement at Forest Park Manor. In response to Commissioner Thomas's question John Healy provide information about the process of determining which projects shall be added to the Plan. He told that the Capital Improvements Department works with the foreman to identify most important issues and prioritize needs. Commissioner Thomas also inquired if residents are involved to the process of preparing the Plan and Mr. Healy responded that residents will be reached out and invited to a meeting to review and discuss the plan. He explained that if they disagree the Plan will need to be modified as far as their objections are reasonable. He noted that it is likely that Forest Park residents will not be in agreement with the idea of replacing kitchen cabinets at Carpe Diem because they want their cabinets to get fixed first. Mr. Healy added that the Plan can also be overruled by DHCD. In response to Chairman Labonte's question about allocating funds for equipment, John Healy stated that

¹ Commissioner Robles was absent at the time of voting

equipment is not a part of the Capital Fund Plan. Upon a motion made by Commissioner Quinonez, seconded by Commissioner Robles it was unanimously

VOTED: to approve the Springfield Housing Authority's Capital Improvement Plan 2019 submission for the state portfolio.

The Board reviewed materials and a recommendation to award a contract for roofs replacement at Reed Village. Howard Coro indicated that after RFP was issued, 10 vendors took out specs and bid documents and only 3 firms submitted bids. All three bids were pretty close and the lowest one was from MDM Engineering. In response to Commissioner Thomas's question Mr. Coro indicated that it is expected that the project will be completed in 265 days and the SHA would like the contractors to start as soon as possible to fix roofs that are leaking and damaging the buildings. He explained that if the contractors won't be able to put shingles because of the weather, the roofs will be tarped and the cost of the tarp and labor is included to the contract. Commissioner Warren stated that he recently visited the site and agrees that the roofs at Reed Village are in worst condition. Chairman Labonte questioned why this problem has not been addressed before when it became clear that the condition of the roofs was deteriorating so badly and Mr. Healy explained that after the federalization HUD considered Reed Village as "a brand new development" and up until last year did not allow to include it to Capital Plan. Mr. Coro indicated that last year the SHA was considering a possibility of replacing several roofs that were in worst condition but the quotes provided by contractors were very high - \$36,000 per one roof while the contract presented to the Board is for approximately \$23,000 per a roof, with \$10,000 savings per each roof, so replacing roofs at all 56 buildings will generate a lot of savings. In response to Chairman Labonte's question Mr. Coro stated that in the last 5 years the SHA replaced roofs at 12 developments and currently there no any other roofs that are in a very bad shape.

Commissioner Robles questioned how Reed Village passed HUD inspection during the federalization, and Mr. Healy stated that the deterioration was not as bad and as noticeable at that time - the SHA replaced gutters and down spots and the property did pass REAC inspection. He added that one of the major problem causing roofs deterioration at Reed Village is bad ventilation and this issue will be addressed during the project implementation. In response to Commissioner Warren's question Mr. Coro confirmed that apart from the letter from Pernice the SHA does not know much about the contractor but the references that came back were positive.

Chairman Labonte expressed his hope that no need for additional expenses will be identified once the projects starts, and Mr. Healy indicated that the contract does include expenses like addressing potential rotted decking problems. Mr. Coro added that if no problems are identified the contract will end up costing less, like it happened with the roof replacement project at Sullivan Apartments. Upon a motion made by Commissioner Thomas, seconded by Commissioner Robles it was unanimously

VOTED: to award a contract to the lowest responsible & responsive bidder, MDM Engineering Inc. of Dudley, MA, in the amount of \$1,340,000.00, to replace shingled roofs on 56 buildings at Reed Village Apartments utilizing funds from the 2018 Capital Fund; appoint Executive Director, Denise R. Jordan as the contracting officer authorizing her to execute the contract.

Denise Jordan started her Executive Director's report by providing brief information about her meetings with the staff including Applications Department, Resident Services, RAO, and Richie Daigneault to discuss fleet issues. Ms. Jordan also reported that in the last month she visited several developments, met with the Sheriff's Department to discuss the painting contract, Gerry McCafferty from the Housing Department of the City who praised the SHA efforts on assisting the homelessness population, the Union representatives to discuss vacation hours. Ms. Jordan informed about hosting a visit of Senator Warren who presented her American Housing and Economic Mobility Act and attending several events including CHAPA regional meeting, CDC Veterans Breakfast, Thanksgiving Dinner at Gentile Apartments; a Potluck at Saab Ct.; and the 16th Homelessness Conference in Greenfield. Ms. Jordan also provided information about a visit from DHCD. The Executive Director informed that monthly managers and foremen meetings will reconvene shortly. She praised Dave Thompson who, by her request, will be drafting a proposal to address vacancy and unit turnover issues due to increasing number of transfers and reasonable accommodation requests.

The Board reviewed and accepted the Accounts Payable report and Finance Report. In response to Commissioner Warren's request the staff provided explanation about some large bills paid in September, namely, \$10,500 annual fee paid to the Fire Department for radio boxes at each development, \$6096 paid to YMCA for summer enrichment program, [\$5,106] paid to Equifax for income verification services. In response to Chairman Labonte's question the staff confirmed that the plants maintenance contract has been canceled.

Following up on the discussion at the previous Board meeting Chairman Labonte inquired whether the reason for low rent for AMP 4 has been identified and Ms. White responded that she had looked into it and determined that high number of vacancies at that AMP in August most likely caused the rent income to decrease.

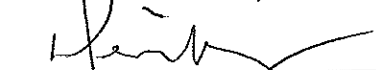
There being no further business to come before the members of the Springfield Housing Authority Board, upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was unanimously

VOTED: to adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 5:18 PM.

ATTEST:



Thomas Labonte, Chairman



Denise Jordan, Executive Director