

MINUTES OF A SPECIAL MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON JANUARY 24, 2019

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 3:00 PM on January 24, 2019.

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 special Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 3:00 PM on Thursday, January 24, 2019 in the Conference Room of the Springfield Housing Authority at 60 Congress Street, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY

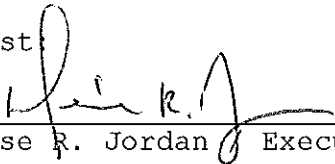
/s/Denise R. Jordan, Executive Director

January 22, 2019

CERTIFICATE AS TO SERVICE OF THE NOTICE OF MEETING

I, Denise R. Jordan, the duly appointed and qualified Secretary of the Springfield Housing Authority, do hereby certify that on January 22, 2019 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 R. Jordan Executive Director/Secretary to the Board

Chairman Labonte called the meeting to order at 3:06 PM, and those present upon roll call were as follows:

PRESENT

Thomas Labonte

Jessica Quinonez

Angela Robles

Willie Thomas (arrived at 3:10 pm)

ABSENT

Raymond Warren

ALSO PRESENT

Nicole Contois

Fidan Gousseynoff

Kathy Hardy

Denise Jordan

JoAnn White

The Board reviewed the Minutes of January 15, 2019. Upon a motion made by Commissioner Quinonez, seconded by Commissioner Robles, it was unanimously¹

VOTED: to approve the Minutes of the Regular Meeting held on November 20, 2018.

Willie Thomas entered the Conference Room at 3:10 pm.

The Board reviewed materials and a recommendation to accept FY19 budget request for state programs. Finance Director JoAnn White reminded that the budget was reverted by DHCD mainly because of the equipment listed for program 400-1. Ms. White explained that the revised budget was prepared in accordance with the newly issued DHCD Notice [2019-1] which stipulates replacing "Budget to Actual" rating with "Adjusted Net Income" rating. The new DHCD criteria meant that only budget for two programs needed to be modified - for program 400-1 the changes involved removing all equipment requests in the amount of \$178,000, adding extraordinary maintenance [in the amount of \$2,088], adding information required by DHCD for insurance claim and adding \$10,000 for software costs. For program 667-1, equipment items [in the amount of \$9,151] were added. The rest of the budget will be resubmitted as it was when the Board approved it in March and then subsequently amended to allocate the new ED salary as per DHCD recommendations.

In response to Chairman Thomas's question Ms. White confirmed that the removed equipment did include a new truck which, once received, will be transferred either to one of the districts or to COCC which has enough cash to cover it. The truck will be assigned to Richie Daigneault who could use it for all of the buildings. The Finance Director noted that the staff will have to improve efforts on properly charging Mr. Daigneault's time depending on what Districts he provides services too. Ms. White stated that adding \$10,000 to program 400-1 for software was also recommended by DHCD.

In response to Commissioner Thomas's inquiry, Ms. White confirmed that in the process of revising the budget the Accounting Department have consulted with DHCD and discussed the proposed changes. She also noted that the staff has been notified about restrictions on spending the money that will be now going towards the reserves. She explained that DHCD requires that 35% of all expenses (before extraordinary maintenance) have to be saved in reserves even if there is enough income. She added that all programs except for 401 and 689-c (group residences) have positive reserves. Commissioner Thomas inquired about what will happen to the golf carts [the purchase of which was not approved by DHCD], and the Finance Director stated that the carts will be transferred to Moxon as per a recommendation by John Healy based on the development's layout. Upon a motion made by Commissioner Robles, seconded by Commissioner Quinones, it was unanimously

VOTED: to Adopt Resolution #9727 to accept FY19 Budget Request for MRVP
Adopt Resolution #9728 to accept FY19 State Budget Request for program 705-A
Adopt Resolution #9729 to accept FY19 State Budget Request for program 689-C

¹ Commissioner Thomas was absent at the time the voting took place

Adopt Resolution #9730 to accept FY19 State Budget Request for program 667-A

Adopt Resolution #9731 to accept FY19 State Budget Request for program 400-1

Adopt Resolution #9732 to accept FY19 State Budget Request for program 200-A

The Executive Director informed the Board that due to the heavy rains there are flooding issues at some developments, especially at Robinson Gardens. She also reported about problem with the elevator at Saab Court. She explained that the Fire Department that was dispatched to 18 Saab Court had to prop open the elevator doors which are now ruined and the elevator cannot be used. Another elevator in the same building was also malfunctioning but it has gotten fixed. Commissioner Thomas asked to explain what is the standard operating procedure for elevator service calls, and Nicole Contois explained that service calls go to the answering service, who relay the message to the Fire Department, the District office and the elevator company. Denise Jordan noted that having a special tool might have prevented breaking the doors and she will be discussing with the Fire Department whether they could obtain it. The SHA will also be exploring a possibility of purchasing its own set.

Commissioner Thomas inquired whether the agency has determined the cost of elevators renovation or replacement. Ms. Jordan stated that elevators is her number one priority, especially for Riverview, and that she has discussed with the Capital Improvements Department the need to conduct a study and assess the needs to see whether the elevators can be rebuilt using the existing shafts. She noted that apart from assessing the technical needs the staff also has to develop a plan for relocating the residents while repair works are conducted. Mr. Thomas also questioned whether someone has approached HUD to request their recommendation to find a solution. JoAnn White and Nicole Contois noted that HUD recommended considering a possibility of implementing RAD program. Ms. White reminded that SHA was planning to have Mike Petro conduct a new study of the program however since Mr. Petro is no longer with BDO Consultants, the discussion has been postponed. Ms. White explained briefly how RAD program worked and Commissioner Thomas expressed his concern that implementing this program would lead to SHA losing the ownership of some properties. Ms. White added that elevator controls replacement is included to the Capital Plan.

Chairman Labonte stressed the need of updating the elevator plan that was adopted in 2011, including adding the Executive Director or Deputy Executive Director to the list of staff members to be contacted in case elevators go down. He also suggested discussing the elevator problem with the new Fire Chief. Mr. Labonte questioned whether the staff adhered to the plan when both elevators at Saab Court were out of order, and Ms. Contois explained that both elevators were broken for a couple of hours only so the residents in the building were not contacted but when one of elevators at Riverview was broken for a few days a couple of years ago the staff did adhere to the plan - they worked closely with the residents and were delivering groceries to them.

Commissioner Thomas asked the staff to provide monthly updates to the Board on the elevator issue.


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 Special Meeting of the Springfield Housing Authority at 3:50 PM.

ATTEST:



Thomas Labonte, Chairman



Denise R. Jordan, Executive Director