

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON MARCH 19, 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 4:30 PM on March 19, 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 regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, March 19, 2019 in the Conference Room of the Springfield Housing Authority at 60 Congress Street, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY

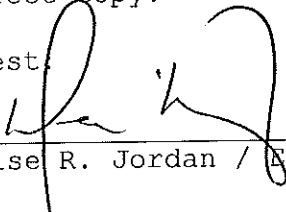
/s/Denise R. Jordan, Executive Director

March 14, 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 March 14, 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 4:30 PM, and those present upon roll call were as follows:

PRESENT

Thomas Labonte
Jessica Quinonez
Angela Robles
Willie Thomas
Raymond Warren

ABSENT

ALSO PRESENT

Nicole Contois
Fidan Gousseynoff
John Healy
Denise Jordan
Kevin Kleszczynski
Ivette Otero
Michelle Ricker

Marieli Roman
George Williamson
JoAnn White

The Board reviewed the Minutes of February 19, 2019. Upon a motion made by Commissioner Warren, seconded by Commissioner Robles it was by a majority vote (Commissioner Quinonez abstained)

VOTED: to approve the Minutes of February 19, 2019.

District A manager Kevin Kleszczynski started his report by providing information about his District's over-time hours. He reported that as of February the District had a total of 616.8 hours and paid out a little bit over \$24,000 which are the lowest numbers comparing to all other Districts. The majority of out of hour calls are for no heat, not enough heat, plugged toilets, lockouts and fire alarm panel reset calls. Mr. Kleszczynski informed that there are currently 24 outstanding work orders, most of which are related to annual inspections, trades and some routine maintenance issues such as replacing floor tiles, light bulbs, clearing drains, leaking faucets. There are currently 5 vacant apartments and the maintenance turnover rate is 27.8 days. George Williamson told that usually it takes 5-7 days for his crew to turn in a unit (unless there is snow or emergency) and then they have to wait for the painters. Mr. Kleszczynski explained that such a short turnover time is explained by the fact that units for the elderly have much less maintenance needs than family units and the foreman added that newer boilers at many District A locations also eliminate a lot of problems.

Most transfers are caused by reasonable accommodation requests (for a 1st floor unit or a handicap accessible apartment). In response to Chairman Labonte's question he provided brief information on the process of processing RA requests.

Kevin Kleszczynski noted that the main focus of his District is to continue to provide safe and safe housing for the residents and ensure lease enforcement and rent collection. The staff will also continue working hard on improving files and folders to ensure consistency and compliance and another goal is to reduce the turnover rate.

Mr. Kleszczynski stated that one of the challenges District A has to face is the increasing number of reasonable accommodation requests that affect the waiting list. He expressed his frustration that while there is a shortage of housing, the agency has to approve requests for extra bedroom to store medical equipment like a wheelchair (that can be folded) or an oxygen machine (which does not take much space).

Mr. Kleszczynski reported that there are currently 38 residents with delinquent rent which was \$761 as of February 2019. He noted that the recent file audit conducted by DHCD showed improvements and only a few issues were flagged by DHCD auditors. Gentile Apartments were inspected in October and the REAC score was 77 with most points lost due to capital needs, specifically, windows. The building was inspected again in December 2018 and the score was 95. Mr. Kleszczynski assured that his staff will continue working on eliminating threats, especially at Gentile where there have been cases with residents allowing prostitutes and drug addicts to

the building, causing a lot of disturbance to the residents, a TV was stolen from the Community Room, and currently there is a court case against a resident allegedly involved in heroin distribution. Commissioner Warren questioned what assistance can be expected from the Board to address the safety and security concerns, and Mr. Kleszczynski responded that there are all necessary tools and equipment in place, including proper signage, surveillance cameras (that can be viewed from his office computer), secure doors, access control systems, intercoms, cameras at the entry door that can be monitored by residents in their apartments. He explained that what needed is the residents' cooperation and policing because many safety problems are caused by tenants letting in strangers to the building, propping open the doors, ignoring violations, not willing to be involved and not reporting illegal activity. Many residents were complaining about alarm going off at night when someone was using the side doors or keeping them propped open, however it was a necessary safety measure that allowed to reduce the number of complaints about people getting unauthorized access to the building.

The Executive Director added that safety concerns were also the main subject of the recent Tenant Council meeting she attended, where she also discussed with the tenants the importance of community policing and reporting all violations on time.

In response to Commissioner Thomas's question, foreman George Williamson told that his maintenance crew has 7 members with one stationed at Berkshire Avenue, another at Gentile Apartments and other employees work at other locations including Forest Park, Carpe Diem, Indian Orchard, Morris School, Harry Hogan and scattered sites.

Commissioner Warren inquired about the District's equipment needs and Mr. Williamson responded that the District has a lot of new equipment. Kevin Kleszczynski added that his maintenance crew is very responsible, takes a very good care about it and the employees are aware that they have to be accountable if they cause any damage. In response to Chairman Labonte's question, the foreman provided information on the protocol used to purchase maintenance items.

Chairman Labonte thanked the District A staff for all their hard work.

Kevin Kleszczynski and George Williamson left the Conference Room at 5:07 pm.

The Board reviewed materials and a recommendation to adopt new income limits for state-aided public housing. Nicole Contois provided brief explanation indicating that the limits are set by DHCD and are based on location. Upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was unanimously

VOTED: to adopt Resolution #9374 to approve new income limits for State-aided Public Housing as follows:

Household size

1	2	3	4	5	6	7	8
45,200	51,650	58,100	64,550	69,750	74,900	80,050	85,250

The Board reviewed materials and a recommendation to award a contract to replace the kitchen cabinets and electrical panels at Carpe Diem Apartments. John Healy provided information about the bidding process. He noted that the winning bidder - Inglewood Development - is a reliable, responsible vendor that has completed several capital projects for the SHA and has a great experience in working with many subcontractors. Commissioner Thomas inquired about the duration of the project, and Mr. Healy told that it will take about 8 months to complete it. He explained that the residents will have to be out of the apartments while the contractors will be working in there but will be allowed to return at night. He told that his team will be working with Kevin Kleszczynski and Candra Cripps to coordinate the efforts on ensuring the residents are safe and as less disrupted as possible. There is one handicap accessible apartment with a severely disabled person, so the staff has to develop a plan on temporarily relocating this person. In response to Commissioner Quinonez's question Mr. Healy stated that there is no Community Room on site but the staff is considering using some units as a temporary community place during a day. Commissioner Quinonez stated that the Carpe Diem residents are welcome to use the Community Room at Jennie Lane Apartments. In response to Commissioner Warren's question John Healy explained that the project includes removing old electrical panels, rewiring, replacing cabinets, installing deeper sinks, replacing the exhaust fans, installing GFCI outlets in the bathrooms and minor painting work. Upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was unanimously

VOTED: to award a contract to Inglewood Development Inc. of Longmeadow, MA in the amount of \$674,700.00, to replace the kitchen cabinets and the electrical panels at Carpe Diem utilizing State Capital Improvement Funds; appoint Executive Director, Denise R. Jordan as the Contracting Officer authorizing her to execute the contract.

The Board reviewed materials and a recommendation to award a contract for miscellaneous plumbing supplies to two companies - United Plumbing Supply and Twin City Supply. John Healy provided brief information on the bidding process. He explained that no bids were received for some items so there will be another RFP issued for those items. He told that United Plumbing Supply is a very good vendor which has been providing the SHA with supplies for many years. The contract will allow to re-stock the warehouse with plumbing items used by all 6 Districts. Upon a motion made by Commissioner Warren, seconded by Commissioner Quinonez, it was unanimously

VOTED: to award a contract Plumbing Supplies in the amount of \$95,706.71 as follows:

Suppliers	PO Amount	#Awarded Items
United Plumbing Supply 377 Cottage Street Springfield, MA 01104	\$91,217.99	144 items
Twin City Supply 233 Harris Ave. Providence, RI 02908	\$4,488.72	3 items

The Board reviewed materials and a recommendation to certify the compliance with state and federal LBP Notification laws. Nicole Contois reminded that that the SHA has to certify annually that all residents are properly notified. Upon a motion made by Commissioner Warren, seconded by Commissioner Thomas it was unanimously

VOTED: to certify that the SHA is in compliance with state and federal Lead-Based Paint Notification laws.

The Executive Director reported about a meeting with Carr Property which expressed interest in purchasing the Avery building. She explained that the Board's approval is required so that the SHA team could proceed with initiating a feasibility study to be subsequently submitted to HUD. Chairman Labonte informed that he, Ms. Jordan and Commissioner Warren visited the building recently and it is obvious that there are major capital needs so selling this property to Carr Property would be a win-win deal. Ms. Jordan explained that the Seniority House (which belongs to Carr Property) owns the parking lot so it will be hard to find any other buyers interested in purchasing Hobby Club which is currently used for recreational activities by residents from both Seniority House and Tri Towers though it is unknown how many Saab Court tenants use their services.

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

VOTED: to give the Executive Director the authority to initiate review and engage in a feasibility study of the Avery building.

Denise Jordan started her Executive Director's report by informing the Board about a recent training on service animals provided by Attorney Chesky to all District Managers and foremen. Ms. Jordan also reported about a discussion at the recent Safety Committee meeting regarding OSHA certification (which is not required but recommended). Ms. Jordan continued her report by notifying the Board that HUD has awarded new vouchers for Chestnut Towers to the SHA and the RAO staff is working with Wayfinders and HUD on this project. The ED also informed that the Union negotiations have commenced. The report was continued by informing that interviews for an Accountant position have just completed and interviews for the HR position are starting soon and the Board members are invited to participate. Nicole Contois stated that once a candidate for the HR Director position is selected, he/she must be approved by the Board. The report was completed by informing about a meeting regarding updating the web-site, a meeting about telephone service and the first Yardi trainings that started last week.

Marieli Roman left the Conference Room at 5:30 pm.

The Board accepted the Financial and Accounts Payable reports for January 2019. In response to Chairman Labonte's question regarding a payment for the Shadybrook Lane project, John Healy explained that it was for one of the final payments for the same contract the Board approved last year. He stated that it normally takes a while to get an approval from DHCD so even though the project was completed a long time ago, it was only recently

when the retainage was paid. In response to another question about a big payment for new uniforms, John Healy explained that it was for several outstanding invoices, not just for one order. He indicated that the management has been discussing the issue of excessive orders and providing better mechanisms for controlling who and when can order uniforms.

Finance Director JoAnn White provided an update on AMP 4 and explained that it has been determined that some items for Amp 7 had been charged to Amp 4 thus causing the negative balance. Once the error is corrected, the situation at Amp 4 will significantly improve and Amp 7 has enough reserves so reallocating these items won't make its balance negative.

Ms. White explained that program 667 also shows a negative balance due to some technical issues with State Section 8 vouchers reporting system, and most issues have been corrected. Following the question asked by Commissioner Warren at the previous meeting, Ms. White provided brief information on the Section 8 reserves.

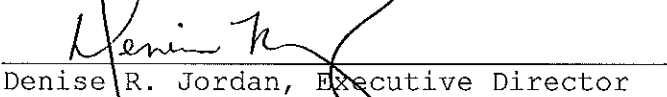
Ms. White completed her report by requesting the Board to call a Special meeting to approve the federal budget which needs to be submitted to HUD by the end of the month and since the Department has been short-staffed, there has not been enough time to prepare the budget. It was decided to schedule a Special meeting for 3/27/2019 to discuss the budget and also to approve an Amendment to DHCD Work Plan.

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 Robles, it was unanimously

VOTED: to adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 5:49 PM.

ATTEST:


Thomas Labonte, Chairman


Denise R. Jordan, Executive Director