

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON MAY 29, 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 May 29, 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

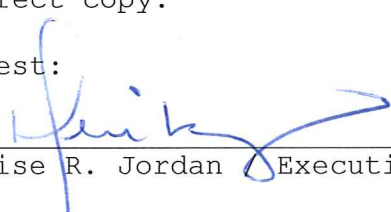
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that an open Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Wednesday, May 29, 2019 in the Conference Room of the Springfield Housing Authority at 60 Congress Street, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY
/s/Denise R. Jordan, Executive Director
May 24, 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 April 11, 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
Willie Thomas
Raymond Warren
Angela Robles

ABSENT

ALSO PRESENT

Priscilla Chesky, Lyon & Fitzpatrick
Nicole Contois
Fidan Gousseynoff
Denise Jordan

Marieli Roman
JoAnn White
Sandra West
Anna Smith
John Healy
Jacqueline Banks
Blanca Berrios
John Martin
Stephen Ethier
Tim Simmonds, Eversource
Katherine Rattey, PVPC

The Board reviewed the Minutes of April 16, 2019. Upon a motion made by Commissioner Warren, seconded by Commissioner Robles it was unanimously

VOTED: to approve the Minutes of April 16, 2019.

Chairman Labonte commenced Board Meeting with item E-3- to allow Eversource to install three (3) E.V. Charging Stations at 60 Congress St. Tim Simmonds, from Eversource, explained the role of Eversource and the installation process to include the SHA serving as a charging station for electric vehicles and Eversource as the responsible party for the electric infrastructure; Further explaining that the SHA would also serve as the decision-maker for the Make/Model/Vendor. Once this process is finalized the timeline for installation is a couple of weeks.

Commissioner Thomas proposed a questioned to Simmonds asking who the responsible party for the electrical cost is. Simmonds responded with a summary of the cost stream and the revenue stream; explaining that the average charge for the electric meter is \$1.40 per hour, per port dependent on the frequency of port usage. Simmonds continued to explain that the revenue stream is dependent on the make/model/vendor, the software, the software application (APP), and the cloud feature involved. Simmonds described that in essence the revenue would effectively cover the electric bill cost.

Chairman Labonte also questioned Simmonds asking who would be the responsible party for any future repair expenses of the charging stations. Simmonds summarized that ultimately the repair coverage choice of the SHA would be to purchase an add-on insurance policy with the vendor. Simmonds further explained that some of the SHA's questions exceed the scope of Eversource's role, but he has supplied the SHA with a list of suppliers who work with the program. Attorney Priscilla Chesky stated she reviewed the agreement and explained that there are no costs to the housing authority, or that expenses incurred from the EV charging station would be reimbursed to the housing authority. Simmonds advised the Board and Authority of a soft cost, responsible party being the Authority, to include an approximate amount of \$1,000.00 in addition to the cost of acquiring an add-on insurance policy.

Commissioner Warren addressed Simonds with another question regarding who the target market group is for the EV charging Stations. Simmonds replied this ultimately is at the discretion of the housing authority; explaining

that the software apps from the supplier of choice allows the authority to permit access, deny access, or allow a timed-scheduled program to access the charging port(s). Simmonds continued to explain a goal of this initiative is for more electric vehicles to be purchased and/or utilized possibly as work/fleet vehicles.

Commissioner Quinones described her frustrations with the initiative program presented as it did not appear to appeal to the poor community. Commissioner Quinones questioned the soft costs that were mentioned and proposed consideration for the housing authority residents.

Katherine Rattey, from PVPC, responded that the acceptance of program is forward thinking and contributing to the community. Furthering stating the cost of electric vehicles is going down with anticipated dramatic transitioning of combust engines to electric vehicles in the next ten to twenty years.

In collaboration the Chairman and Commissioners discussed reviewing this matter with the submission of additional paperwork with more information on liability and exact costs to the SHA.

There were no further questions or suggestions on this matter.

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

VOTED: to table item E-3- to allow Eversource to install three (3) E.V. Charging Stations at 60 Congress St.

Chairman Labonte moved to item E-2- to allow the installation of Bike Share Station. John Healy described this item as a revisit from the prior administration. Executive Director Jordan established to the Board that this initiative was still pending for final details of liability. Attorney Chesky discussed a brief history of the Bike Share Initiative originating in the City of Northampton; also explaining that the SHA would be named as a share on the certificate of insurance of Northampton and the SHA underwriter would secure a certificate of insurance as well from PVPC. Attorney Chesky explained the SHA would not moving any parking spaces and that this item agenda would be presented back to the Board when the Authority attains the MOU's.

Chairman Labonte questioned the proposed location of the bike share station on the housing authority property at 60 Congress Street. Executive Director Jordan replied the location would replace the motorcycle parking area. Attorney Chesky replied that the MOU would cover the damages from the city and PVPC would cover the damages in our property.

Commissioner Warren expressed confusion as to whether this agenda item entailed a proposal for a vendor station or a place to store bikes. Katherine Rattey (PVPC) explained the bike initiative included 15 stations planned for Springfield, mostly in the South end and in the North end under state funding; the options given to the Springfield residents is either a monthly or annual membership-based system, \$2.00 per hour, an App based system that allows 45 minutes per ride, or a reduced annual

membership for anyone receiving federal or government assistance for \$10.00 per year. Katherine Rattey described this initiative is to promote health, indicating this is the second year of the Bike Share Station initiative. Commissioner Warren thanked Katherine Rattey for the information provided.

Chairman Labonte confirmed this matter would be re-presented to the board. There were no further questions or suggestions on this matter.

Chairman Labonte moved to Item E-1- District E Profile. District Manager Sandra West and Foreman John Martin introduced themselves and commenced discussion with the overtime report for the district as being the second lowest of all districts. Attributing most overtime calls to alarms going off at Pine Street presumed to be because of smoking in the building. Foreman John Martin added to discussion and stated that overtime calls included heat calls and snow removal; Foreman Martine emphasized there were no planned overtime in the district.

Property Manager Sandra West continued discussion providing the district's work order statistics as follows: sixteen (16) total work orders; six (6) trades; four (4) vacancies; four (4) regular work orders. John Martin acknowledged this being the lowest work order statistic as of late. Property Manager West proceeded with an explanation that the transfer requests in the district are mainly request to move to a first-floor apartment, and mostly from elderly residents.

Property Manager West further discussed the district's report and discussed the continued discussion with a district goal to lower and maintain a low delinquency rate. Property Manager West described her measures and system to achieve this district goal.

Commissioner Warren asked Property Manager West if the Maintenance Crew is obligated to respond to after hour calls; Property Manager West responded No. Commissioner Warren followed up with question pertaining to the call-route system. Property Manager West answered the after-hour service calls are sent to a call center in Chicopee, MA. John Martin added in the past five years, the district may have missed about two (2) after-hour work calls. Property Manager expressed a challenge she faced with the after hour calls as occasional delay in response. Commissioner Thomas questioned if Property Manager West and Foreman Martin received a lot of after-hour calls. Property Manager West replied that the district does not receive many after-hour calls.

Commissioner Warren addressed Property Manager West and asked for any recommendations for a new office location referring to the district report wish list. Property Manager West described several challenges she faces as a District Manager with several developments far apart in distance; further adding the residents, especially the Authority's elderly population as also dealing with this challenge. Property Manager West concluded with her recommendation of a new office location at Jennie Lane. Chairman Labonte questioned if there was office space available at Jennie Lane. Commissioner Quinones and Property Manager West replied yes, the garage at Jennie Lane. Foreman John Martin continued the wish-list item discussion, adding that a few sites are in need of attention and provided

windows as an example.

Commissioner Warren asked Foreman Martin how many staff employees were included in his maintenance crew and if everyone reports at one (1) station. Foreman Martin replied there were staff employees spread out amongst developments; describing a total of 386 units - part of crew go to Moxon, four (4) maintenance staff report at Pine-James, and the others at Renee Circle.

Property Manager West discussed a prior administration practice that required all maintenance staff to report at Jennie Lane, an approximate twenty-four (24) miles drive radius throughout the developments. Foreman Martin confirmed the splitting of staff to report in different developments work best for the district. Foreman Martin added to the wish list to include: newer truck for the district; cameras for the challenge faced with illegal dumping and boilers. Commissioner Thomas questioned how old was the district's truck; Foreman Martin replied 2004. Chairman Labonte followed up on the illegal dumping and asked Foreman Martin who is responsible for the dumping; Foreman Martin responded it is presumed the tenants and other people. Chairman Labonte advised of an analyze of the correlation on installed cameras and illegal dumping. IT Director Stephan Ethier explained the correlation thus far in other districts that have installed cameras and recommended Foreman Martin to forward the locations of the illegal dumping sites as his department has been looking into the costs of camera installation for the other districts.

Foreman Martin discussed the Authority's Pre-Release program and expressed approval and success with the program; highlighting that the Authority has hired full-time employees through this program. Property Manager West discussed the food pantry drive that occurs in her district and the benefits of the elderly population accessing the food bank pantry. Property Manager West stated that office space at Jennie Lane will part her in the middle of her developments, also making it easier for the Food Pantry Drive. Property Manager West also discussed the self-sufficiency initiative in the district where she has assisted over-incomed families to pursue homeownership and she has five (5) success stories.

Chairman Labonte expressed gratitude and recognition to District E for the hard work and efforts of the staff.

There were no further questions or suggestions on this matter.

Chairman Labonte proceeded to Agenda Item E-4- to Adopt Resolution #9736 to approve the SEMAP certification for FYE 3/31/19. Deputy Director Nicole Contois and Rental Assistance Office (RAO) Director of Compliance Blanca Berrios discussed the Authority as a high performer for HUD, listing areas of improved results with Indicator 2, Indicators 3 and 11. Commissioner Warren asked Deputy Director Contois and RAO Director of Compliance Blanca Berrios if report described was a self- report. Director Berrios stated numbers 1-8 were self-reported; numbers 9-14 were selected through the PIC system, included a report submission from the Rental Assistance Office.

There were no further questions or suggestions on this matter.

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

VOTED: to approve Agenda item E #4 to adopt resolution #9736 to approve the SEMAP certification for FYE 3/31/19.

Chairman Labonte proceeded with the following agenda item E-5 to approve Contract Award for Refuse Compactor Maintenance Services in the amount of \$22,095.00 to Sanitary Equipment Company, Inc. Capital Improvements & Purchasing Director John Healy explained the BID results to include an approximate cost of twenty-two thousand and ninety-five dollars (\$22,090.00) for a duration of three (3) years.

There were no further questions or suggestions on this matter.

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

VOTED: to approve Agenda item E #5 to approve the Contract Award for Refuse Compactor Maintenance Services in the amount of \$22,095.00 to Sanitary Equipment Company Inc.

Chairman Labonte proceeded with the following agenda item E-6 to approve the Contract Award in the amount of \$120,000.00 for 3 years for Backup On Call Electrical services to Hickman and Sgroi Electric. Capital Improvement & Purchasing Director John Healy described the proposed agenda item similar to that of our back-up contract for plumbing and heating; this contract pertaining to a back-up Electrician for the Housing Authority. Commissioner Thomas inquired on the location of Hickman and Sgroi Electric; Director John Healy confirmed they are local and provided the location. Commissioner Warren asked who authorizes the use of back-up services; Director Healy explained past procedures to include the Foremen obtaining a quote for proposed needed service(s), proceeding with the Manager's approval and collaborating with Capital Improvement & Procurement Assistant Naomi DeChristopher. Chairman Labonte sought acknowledgment and confirmation of the Capital Improvement & Purchasing Department involvement in this process of the authorization of back-up electrical services. Chairman Labonte and Executive Director Jordan referenced the need to inquire about charges before services are rendered, as well as, assuring the services rendered are not work service(s) that the Authority staff has avoided.

There were no further questions or suggestions on this matter.

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

VOTED: to approve Agenda item E #6 to approve the Contract Award in the amount of \$120,000.00 for 3 years for Backup On-Call Electrical services to Hickman and Sgroi Electric.

Chairman Labonte continued onto agenda item E-7 to approve the contract Award for Electrical Supplies to Twin City Supply Co. in the amount of \$17,385.80 & Wattsaver Lighting Products in the amount of \$120,326.30. Director Healy informed the Board the selected vendors resulted from a Bid

and that the Authority has prior work experience with the vendors. Chairman Labonte readdressed the goal of the Authority to utilize the Authority's Warehouse supply and minimize outside purchases, Home Depot used as an example. Director Healy confirmed this goal has improved and the Warehouse Department has been involved in these efforts.

There were no further questions or suggestions on this matter.

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

VOTED: to approve Agenda item E-7 to approve the contract Award for Electrical Supplies to Twin City Supply Co. in the amount of \$17,385.80 & Wattsaver Lighting Products in the amount of \$120,326.30.

Chairman Labonte proceeded to Agenda item E-8 to Adopt Resolution # 9737 to Approve to accept Procurement Policy Amendment with New Federal Micro Purchase Procedures. Director Healy explained the procurement policy amendment to adjust the small purchase threshold to ten thousand (\$10,000.00). Commissioner Thomas questioned what the current threshold Was for the Commissioners' approval; Director Healy responded the current threshold for the Board approval is twenty-five thousand (\$25,000.00). This amendment includes a written scope of three (3) quotes and approval for an increased threshold to ten-thousand (\$10,000.00) from the current threshold of three-thousand (\$3,000.00).

There were no further questions or suggestions on this matter.

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

VOTED: to approve Agenda item E-8 to Adopt Resolution # 9737 to Approve to accept Procurement Policy Amendment with New Federal Micro Purchase Procedures.

Chairman Labonte proceeded to Agenda item E-9 to Adopt Resolution #9738 to accept new Income Limits for Federal Public Housing and Section 8. Deputy Director Contois explained that HUD revised the income limits and is asking the Board to adopt the HUD income limits.

There were no further questions or suggestions on this matter.

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

VOTED: to approve Agenda item E-9 to Adopt Resolution #9738 to accept new Income Limits for Federal Public Housing and Section 8.

Chairman Labonte proceeded to Agenda item E-10 to Adopt Resolutions #9739 to Accept Affirmative Action Plan. Human Resource Director Fidan Goussehoff presented the REB analysis for equal opportunity in the recruiting, hiring, promoting & compensating employees and discussed the procedures utilized within the SHA. Commissioner Thomas inquired if the Authority advertises job postings in the Newspaper Classified Ad; Human Resource Director expressed the method of newspaper advising is expensive,

further explaining the authority currently has approximately two-hundred (200) submitted job applications just for one position in the Public Safety Department. Executive Director Jordan affirmed she oversees all applicants and signs off on all recruitment and hiring at the Authority.

There were no further questions or suggestions on this matter.

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

VOTED: to Adopt Resolutions #9739 to Accept Affirmative Action Plan.

Chairman Labonte proceeded to Agenda item E-11 to Adopt Resolutions # 9740-9745 to approve the submission of the state reporting for FYE 2019 for programs 200-A, 400-1, 667-A, 689-C, 705-A, MRVP. Finance Director Joann White discussed the state reporting system procedures and protocol indicating the Authority requires the Board's approval to submit the state reporting for programs 200-A, 400-1, 667-A, 689-C, 705-A, MRVP.

There were no further questions or suggestions on this matter.

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

VOTED: to Adopt Resolutions # 9740-9745 to approve the submission of the state reporting for FYE 2019 for programs 200-A, 400-1, 667-A, 689-C, 705-A, MRVP.

Chairman Labonte proceeded to Agenda item F. Executive Director's Report. Executive Director Jordan commenced report discussion with follow-ups from the Water & Sewer issue, explaining the hospitals forwarded the information to Springfield residents but residents were in no danger with the Springfield's drinking water system. Follow-up discussion also included the elevators were at the forefront, advising the Board that Architect is working with Capital Improvement & Purchasing Director John Healy and Project Coordinator Howard Coro. Executive Director Jordan continued discussion on the continued work-in-progress projects to include: the Yardi Software conversion; the collaboration efforts with neighboring organizations, our public housing residents and community efforts; negotiation bargaining; continual staff training and cross training efforts. Executive Director Jordan discussed current news to include the temporary promotion of the Executive Manager position and the new two Farris Mitchell Scholarship awards.

There were no further questions or suggestions on this matter.

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 Quinones, it was unanimously

VOTED: to adjourn the Open Session of the Springfield Housing Authority at 6:40 PM.

ATTEST:


Thomas Labonte, Chairman


Denise R. Jordan, Executive Director

