

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON AUGUST 20, 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 August 20, 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 Tuesday, August 20, 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
August 15, 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 August 15, 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
Raymond Warren
Angela Robles

ABSENT
Willie Thomas

ALSO PRESENT
Nicole Contois
Fidan Gousseynoff
Denise Jordan
Marieli Roman
JoAnn White
Howard Coro
Siobhan Guzman

The Board reviewed the Minutes of June 18, 2019. Upon a motion made by Commissioner Warren, seconded by Commissioner Quinones it was unanimously

VOTED: to approve the Minutes of June 18, 2019.

Chairman Labonte commenced Board Meeting with item E-1- to approve the Manhattan Lease Renewal. Nicole Contois, Deputy Director, presented the information to the Board Members and discussed the standard lease, provided by Department of Housing and Community Development (DHCD) for the SHA apartments at 54-58 Manhattan Street apartments. Deputy Contois informed the Board Members that the lease contract, as in the prior years, is between the Springfield Housing Authority, the Center for Human Development (CHD) and the Department of Mental Health (DMH). Executive Director Denise Jordan, the Property Manager Ivette Otero, and Deputy Contois met with CHD, DMH and DHCD at the Manhattan Street apartments and reviewed the lease contract with no reported issues. Deputy Contois requested of the Board to approve the lease renewal for the Manhattan Street apartments' contract rent of \$2,167.55 with the cost of living expenses included, for three (3) years.

Chairman Labonte sought clarity on the SHA's obligation(s) of maintenance, the increase of the contract rent and referred to a clause in the contract lease interpreted as a possible change in Maintenance duties. Deputy Contois explained the contract remained the same as in the prior years with no changes made to the role and responsibilities of the SHA's Maintenance staff. Deputy Contois further stated the increase in the Contract Rent is due to the cost of living.

Commissioner Warren asked Deputy Contois if the program worked for the housing authority in financial terms and also questioned the Maintenance staff's role in the Manhattan Street Apartments. Deputy Contois explained the program is successful and addressed the concerns of the role and obligations of Maintenance. She explained to the Board that the Contract also included a clause that would allow the Housing Authority to request additional funds if the reserves at hand were to drop. Finance Director, JoAnn White, added to the Deputy's statements and affirmed she will continue to review and work to assure the Authority does not fall below reserves.

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: approve the Manhattan Lease Renewal.

Chairman Labonte moved to item E-2- to accept the certificate of substantial completion and change order #1 in the amount of \$16,840.00 from MDM Engineering Company, Inc. and Contract Fed # 35-C2018-11-2 for the retainage in the amount of \$67,000.00. Howard Coro, Capital Improvement Project Coordinator, greeted the Board and discussed the

work completed on the Reed Village roof replacement project and commended the great work done. Project Coordinator Coro explained the reason for the change order and the credit amount to include not having to replace any wood on the roofs, and the project was completed thirty (30) days ahead of schedule.

There were no further questions or suggestions on this matter.

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

VOTED: to accept the certificate of substantial completion and change order #1 in the amount of \$16,840.00 from MDM Engineering Company, Inc. and Contract Fed # 35-C2018-11-2 for the retainage in the amount of \$67,000.00.

Chairman Labonte moved to Item E-3- to accept the Contract Award to Inglewood Development, Inc. for Electrical, Plumbing, and Elevator Upgrades at Tri-Towers and the Riverview Apartments in the amount of \$2,321,112.00. Project Coordinator Coro commenced discussion with a breakdown of the bid process and referred the Board members to the Board package material. Mr. Coro discussed the sub-trades and explained the breakdown of the general contractor to include \$58,500.00 for plumbing; universal electric for \$114,235; and \$1,800,000.00 for the elevators. The contractor is allowed to get three bids from elevator companies and dependent on the bid results the awarded contract price may possibly increase or decrease. Mr. Coro informed the Board he was in contact with the Architect and Engineer that drafted the elevator proposal together and was provided an estimate of \$1.7 million; further advising the Board, Project Coordinator Coro stated a sub-bid from Kone was listed at \$2.4 million.

Chairman Labonte and Mr. Coro continued discussion on the bids and the general contractor; Mr. Coro explained the General Contractor must obtain three (3) bids and provide the information required. Chairman Labonte proceeded to ask Mr. Coro the difference in hiring a General Contractor to process the Bids for the SHA's needed services verses the SHA completing the bid process themselves. Mr. Coro elaborated on the SHA's efforts to obtain past bids to include time-management and similar costs to the Authority. Chairman Labonte clarified the request from the Authority to include the Board's vote on this item but without a definitive dollar amount until after the bid process. Mr. Coro acknowledged the Chairman's question and replied yes, confirming the Authority is unable to determine a set amount.

Commissioner Robles, Executive Director Denise Jordan and Coordinator Howard Coro readdressed and clarified the total award amount requested to to Inglewood Development, Inc. at \$2,321,112.00 and the amount awarded for elevators at \$ 1, 800,000.00. Commissioner Robles expressed concern of setting the number too low. Coordinator Howard Coro reaffirmed the Engineer consultant projected the \$1,800,000.00. Deputy Contois added to discussion and explained the difficulties in getting elevator companies to bid and described the industry as territorial as a possible explanation of

the low bid response. Deputy Contois expressed the necessity in obtaining a consultant general contractor to the Board.

Commissioner Warren asked the Authority what would be improved with the amount of money being awarded and what is the Authority buying? How many elevators? Coordinator Howard Coro responded all six (6) elevators would improve with one (1) down and the other working, the Authority will be overhauling the cars and the controls on top. Commissioner Warren responded to Mr. Coro and concluded should the Authority be able to afford the projected scope of work it would provide the solution to the elevator issues in the Housing Authority complexes. Mr. Coro agreed with Commissioner Warren and estimated an approximate \$300,000.00 cost per elevator with the \$1,800,000.00 budget. Commissioner Warren continued discussion and questioned what were the General Contractor's fee and gains from the project. Mr. Coro explained the Contractor gains were approximately 20 percent of the cost.

Chairman Labonte sought clarity on the plumbing aspect of the project. Mr. Coro elaborated the plumbing issue to include leaks on one side of the building that requires a line from the basement that will go through the closet and channeled through to the kitchen following to the bathroom. Mr. Coro described pinholes that are constantly leaking causing an issue with domestic hot water. Chairman Labonte also sought clarity on the electrical problems. Mr. Coro described electrical conduit problem throughout the Riverview buildings is set at the concrete of the building and in the switch rooms because the conduits were melted inside. Mr. Coro emphasized the Authority saves money in obtaining a general contractor for all three services by bidding one time as opposed to three separate bids for the plumbing, electrical and elevator issues.

Commissioner Warren questioned how does the cost of this project effect the Capital Funding and budget with additional projects down the road. Mr. Coro explained the money is coming out of the 18' and 19' fiscal year budget and stated the Authority is still within the five (5) year budget plan.

Mr. Coro expressed the importance of fixing these issues and planning ahead; stressing the condition of the elevators. Mr. Coro stated he does not believe future costs would amount to the current cost of the subject contract award. Deputy Contois also explained additional EPC agreement funding were allocated to Reed/ Robison and Duggan projects that were large project expenses down the line from Capital.

Commissioner Warren and Project Coordinator Howard Coro agreed the work Had to be done.

Commissioner Warren asked how many employees are responsible for projects as large as discussed in the Capital Department; Mr. Coro answered John Healy and himself. Executive Director added and supported the necessity of hiring one general contractor as they would be accountable of the work and project completion of all three aspects. Mr. Coro agreed.

There were no further questions or suggestions on this matter.

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

VOTED: to accept the Contract Award to Inglewood Development, Inc. for Electrical, Plumbing, and Elevator Upgrades at Tri-Towers and the Riverview Apartments in the amount of \$2,321,112.00.

Chairman Labonte proceeded Item E-4 to accept the contract award for Heating Supplies to FW Webb and United Plumbing in the amount of \$67,851.54. Deputy Contois introduced Purchasing Assistant Siobhan Guzman who presented the Board item request to Board. The Board reviewed the item materials and there were no further questions or suggestions on this matter.

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

VOTED: to accept the contract award for Heating Supplies to FW Webb and United Plumbing in the amount of \$67,851.54.

Commissioner Labonte moved to item E-5- to approve the purchase of new Refuse Packer Truck from Marcotte Ford from the State Contract in the Amount of \$112,785.50. Deputy Contois commenced discussion of the Packer Truck the Housing Authority possessed. Deputy Contois explained this purchase is from the State Package and taken from the COCC reserved. Deputy Contois described the 2004 Packer truck as having reached its end and is in crisis mode. Deputy Contois explained the SHA's plan to utilize the proceeds from the Marble Street sale and the HUD requirement to seek resident signatures and approvals.

Executive Director Jordan stated it appears the residents were signing the petition and appeared to understand the necessity of the purchasing a new Packer.

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

VOTED: to approve the purchase of new Refuse Packer Truck from Marcotte Ford from the State Contract in the amount of \$112,785.50.

. Executive Director's Report.

Executive Director Jordan commenced discussion with the ongoing Safety Committee Meetings and the Policy and Procedures Meeting, noting revisions have been made on existing policies and new policies that are being reviewed by Attorney Priscilla Chesky. The Executive Director continued discussion with the June, July and August REAC updates and applauded the Maintenance staff for their diligence and hard work to get the apartments ready with the short 14- day notice. The Executive Director discussed the REAC Inspectors having cited the SHA Reed Village Development for the Roof that was being worked on simultaneously; Ms. Jordan informed the Board this citation was being appealed. Finance department working with

consultant for operational development. Executive Director continued her Executive Report and further discussed the recent events to include: softball game with the SHA and Holyoke Housing; IG Audit is favorable with no red flags; the SHA has been rated a Standard Performer from 85 destination score from HUD; DHCD Performance Management Review went well on 8/12/19 for our Federal sites. Ms. Jordan continued to report that the SHA will be a community partner with the 2020 census; Executive Director stated she represented the Housing Authority at the planning meeting and as they proceed with the Census additional SHA staff will be onsite. Director Anna Smith from the Rental Assistant Department went to Boston and testified on behalf of the SHA on Senate Bill 57, Housing Bill 147 that discussed the cliff effect for the participants who are gainfully employed to keep their benefits to improve the quality of life for their families. Ms. Jordan further stated the SHA continues to be featured monthly in the neighborhood section of the Republican newspaper, she applauded Communications Mary Ellen Lowney for her work; Executive Director extended gratitude and applauded the Resident Services for working with the SHA residents and events and recapped the elevator and roof update on Reed and Riverview. Executive Director informed the Board the Housing Authority received \$146,125 for lead based paint capital fund award; 8/16 was the annual appreciate day picnic for the housing authority. ED thanked Commissioner Quinones for attending this event.

Commissioner Warren proposed question to the Executive Director regarding the nature of the Audit discussed; the ED responded Purchasing and Procurement Contracts.

Chairman Labonte instructed the Executive Director on updates on the Avery building and with District F for the next board meeting. Executive Director responded with an update on the Avery building and informed the Chairman that the Housing Authority is still waiting, Attorney Chesky is still writing letters, as well as Chris Carr, to HUD. Executive Director and the Chairman clarified some issues with District F, the Executive Director stated both herself and the Deputy are working with the District for improvements.

There were no further questions or suggestions on this matter.

Chairman Labonte proceeded to the next agenda item H- 1(a) Financial Accounts Payable Report.

Finance Director Joann White introduced the information on report and asked the Commissioners if there were any questions.

Chairman Labonte addressed Item 987818 on employee uniforms. Finance Director White replied that all uniform orders are on hold until policy evaluation and updates are complete. Executive Director Jordan added to response informing Chairman Labonte this item subject matter is a part union negotiations.

There were no further questions or suggestions on this matter.

Finance Director White proceeded to Agenda Item H-1(b) Financial Report and described the Authority in overall good standing. Finance Director White further updated the Board members on one AMP, AMP 11 as not doing

better than budget and stated this is mainly of the government shutdown that disrupted the process for requested funding/subsidy and is expected to change going forward. All other AMPs are doing well for budget; First 10 AMPs year to date budget 70, 340.17 in the negative and 616, 417.93 in the positive. Ms. White also stated there is a significant reduction in Maintenance overtime. JoAnn White highlighted DHCD and the back-funding to the housing authorities to get them out of the red referencing the State 400C; Ms. White stated the SHA in reviewing the year-end budget noticed a line item of \$676,716 in augmentation. Ms. White continued to highlight the Housing Choice Vouchers and the Chestnut Towers are doing well.

Commissioner Warren asked how the new software is progressing; JoAnn White replied the State voucher program is running through the program with a few difficulties in reporting. Commissioner Warren confirms if we are in the right direction despite the few difficulties; JoAnn White and Deputy Contois describe the process as moving along.

There were no further questions or suggestions on this matter.

Chairman Labonte confirmed that the next two (2) agenda items: H.2- Section 8 Department Quarterly Report and the following agenda item H.3- Application Department Quarterly Report are for informational purposes.

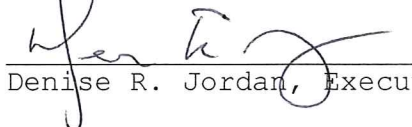
There were no further questions or suggestions on this matter.

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

VOTED: to adjourn the Open Session of the Springfield Housing Authority at 5:37 PM.

ATTEST:


Thomas Labonte, Chairman


Denise R. Jordan, Executive Director

