

MINUTES OF A SPECIAL MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON SEPTEMBER 3, 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 September 3, 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

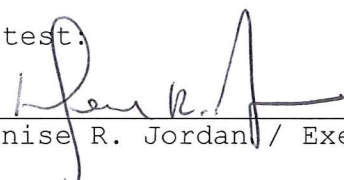
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that an open Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, September 3, 2019 in the Conference Room of the Springfield Housing Authority at 60 Congress Street, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY
/s/Denise R. Jordan, Executive Director
August 29, 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 29, 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
Anna Smith
Priscilla Chesky, Esq.

Chairman Labonte commenced the meeting with Item E- 1 to accept the contract award to E.F. Corcoran Plumbing & Heating in the amount of \$320,000.00 to replace 25 Boilers at Pine Renee Apartments. Director of Capital Improvement and Purchasing John Healy presented the information to the Board members and explained the Contractor have replaced four (4) boilers and would continue with the remainder. Mr. Healy continued to explain that by contracting the project out would alleviate a substantial amount of time for our Maintenance staff.

Commissioner Warren inquired about the issues with the boilers at Pine Renee; John Healy described a hot water system failure at the units and the Authority would be replacing them.

Chairman Labonte requested an estimated length of time this would take. John Healy replied there will be a crew working on this project with a projected goal to finish before the temperature drops overnight.

Commissioner Robles asked what kind of system would be installed; John Healy replied combination boilers that are more efficient. In addition the SHA warehouse currently holds some parts as these are the same type of boilers at Saab Court.

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 to E.F. Corcoran Plumbing & Heating in the amount of \$320,000.00 to replace 25 Boilers at Pine Renee Apartments.

Chairman Labonte moved to item E-2- to accept contract award to BDO USA, LLP for fee accounting services and related fiscal management training for the period September 1, 2019 through August 31, 2022, total of three (3) years. Director of Capital Improvement and Purchasing John Healy presented the information discussing the proposal process and bid results indicating BDO was the highest rated; Deputy Contois added it is beneficial to contract them as backup to the Accounting department.

Chairman Labonte inquired if this service is something the Authority weens down or is always a necessity. Deputy Contois explained the process and concluded it depended on the service(s) needed. Deputy Contois did affirm that the accounting staff does have knowledge on the scope of work and added that with the additional staff to the Accounting Department she did not foresee much utilization of BDO but contract a fee accountant to pick up slack as needed. Director Healy also noted that BDO is utilized when closing out a capital fund year and submitting to HUD.

Commissioner Warren and Director Healy discussed the lack of value in the Contract award details. Director Healy stated this is an hourly-rate contract and is dependent of the task assigned to them. Director Healy and Deputy Contois describe that the BDO utilized different levels of staff and would use the lower- end in hourly-rate first. Commissioner Warren

inquired if the Authority has an anticipated budget; Deputy Contois explained there is no budget but can be looked into moving forward. Commissioner Warren proposed the question on oversight and Deputy Contois responded JoAnn White along with herself.

Chairman Labonte inquired about the insertion of a "not-to-exceed" clause in this contract. Director Healy explored the possibility of looking into historical data with Accounting and using an estimation. Deputy Contois expressed concerns using a not-to-exceed because it would be a difficult accurate calculation to make and exampled the prior year reported as an 30,000 expense compared to this year with an anticipated double amount due to the lack of staff in the Accounting Department. Commissioner Warren proceed with the question on where does the Authority budget this and how do we pay. Deputy Contois answered out of the COCC and exampled the prior utilization of BDO when the Accounting Department was down two (2) employees; subsequently, BDO was paid using the salary of the prior two (2) employees.

Commissioner Warren noted that it would be wise for the Board to monitor that the expense of this contract does not get out of hand.

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 accept contract award to BDO USA, LLP for fee accounting services and related fiscal management training for the period September 1, 2019 through August 31, 2022, total of three (3) years.

Chairman Labonte proceed to Item E-3- to adopt resolution 9748 to accept new amendment to the Section 8 Administrative Plan to include a Preference for non-elderly persons with disabilities transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless. The Rental Assistance Department Director Anna Smith presented herself to the Board and discussed the Administrative Plan for Section 8. Currently administer 28 Mainstream Vouchers and are currently looking for funding. To become eligible for funding the subject preference must be adopted into our administrative plan. Commissioner Warren sought clarification on who would be qualifying; Director Smith exampled mental health patients likely to discharge but cannot due to housing may meet the definition. Commissioner Warren asked if there were any preferences now and if these vouchers are mobile subsidies; Director Smith replied yes, residents have current preference and yes mobile subsidies. Commissioner Robles asked if we knew who are receiving the vouchers and if they have been successful; Director Smith indicated yes the participants have been doing well with no terminations.

Commissioner Quinones asked how long the waiting list. Attorney Chesky and Director Smith explained the Authority is not allowed to incorporate two separate waiting list; the waiting list is about ten (10) years.

Commissioner Quinones expressed concerned about those applicants already on the waitlist. Attorney Chesky and Director Smith explained this preference comes from HUD and its funding regulation and noted that those applicants already on the waitlist may bump up to the Preference category.

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

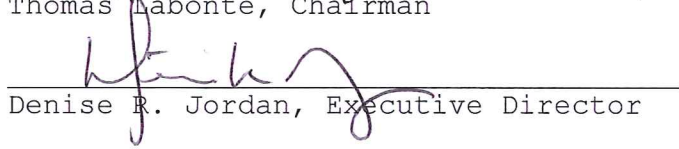
VOTED: to adopt resolution 9748 to accept new amendment to the Section 8 Administrative Plan to include a Preference for non-elderly persons with disabilities transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless.

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 the Springfield Housing Authority at 4:55 PM.

ATTEST:


Thomas E. Bonte, Chairman


Denise R. Jordan, Executive Director