

MINUTES OF A REGULAR MEETING
- REGULAR/OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON JANUARY 21, 2020

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 January 21st, 2020.

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, January 21st, 2020 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 16th, 2020

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 16th, 2020 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
Willie Thomas
Jessica Quinones
Angela Robles
Raymond Warren

ABSENT

ALSO PRESENT

Fidan Gousseynoff
Denise Jordan
Nicole Kane
Marieli Roman
Michele Decoteau
Priscilla Chesky
Howard Coro

John Healy

The Board reviewed the Minutes of December 17th, 2019. There were no questions presented by the Board. Upon a motion made by Commissioner Robles, seconded by Commissioner Quinones, and Commissioner Thomas abstaining, it was by a unanimously

VOTED: to approve the amended Minutes of December 17th, 2019.

Chairman Labonte commenced the Board Meeting with Agenda Item E.1. to accept certificate of substantial completion and change order for Inglewood Development Corporation authorizing certification for payment in the amount of \$59,810.30 and for the retainage of state Contract #281117 in the amount of \$33,735.00. Capital Improvement Project Coordinator Howard Coro recapped the completed renovation project at Carpe Diem to include the hood ventilation system, the plumbing for the kitchen sinks, and the breaker boxes. Mr. Coro explained the Change Order was due to an extension. Chairman Labonte followed with a question and inquired if the resident were satisfied; Mr. Coro replied yes.

There were no further questions presented on this Agenda item. Upon a motion made by Commissioner Warren and seconded by Commissioner Robles, it was unanimously

VOTED: to accept certificate of substantial completion and change order for Inglewood Development Corporation authorizing certification for payment in the amount of \$59, 810.30 and for the retainage of State Contract #281117.

Chairmen Labonte proceeded to item E.2 to award the legal service contract to Lyon & Fitzpatrick, LLC. for the term (3) years including (2) two additional (1) one year options (at the sole discretion of the SHA), making the contract a total of (5) years... not to exceed amount of \$270,000.00 annually. Director of Capital Improvements & Purchasing John Healy elaborated on the bidding and procurement process for the SHA's legal service contract with seven (7) requests and two (2) proposals submitted, Lyons & Fitzpatrick scoring the highest. Commissioner Thomas and Commissioner Warren presented questions regarding last year's contract information and what the Authority requested in the proposal; Mr. Healy and Deputy Director Nicole Kane responded with an estimated \$300,000.00- \$400,000.00 for multiple years and provided a summary of the proposal of service to include who's handling the cases, the price for services, a plan for services, and response time. After further discussion on the details of proposal, Commissioner Warren addressed the Board and requested a copy of the proposal when time permitted. Chairman Labonte granted request and added that the Authority appoint a point of contact before reaching out to attorney. Deputy Kane agreed and added the inclusion of Resident Service Department in meetings to address applicable issues before reaching legal services. Deputy Kane also stated Districts will have their legal budget.

No further questions were presented on this agenda item.

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

VOTED: to award the legal service contract to Lyon & Fitzpatrick, LLC. For the term (3)years including (2) two additional (1) one year options (at the sole discretion of the SHA), making the contract a total of (5) years... not to exceed amount of \$270,000.00 annually.

No further discussion or questions were presented on this agenda item.

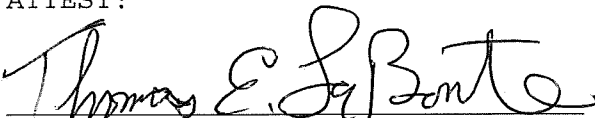
Executive Director Denise Jordan presented the Executive Director's report to include a summary of the month's progress. ED Jordan discussed several collaborations with outside agencies such as the Springfield Public Schools Portrait of a Graduate initiative; the Greater Springfield Senior Services, Partners for Healthier Communities and the City of Springfield. ED Jordan's report also informed the Board of the SHA's role in the Advisory Board of the Public Health Institute of Western Mass regarding Cori's and Public Housing Applications. ED Jordan provided updates on the SHA's staff activities, such as the Holiday Party honoring staff that has provided services to the Authority for five to twenty years; the reorganization of the Accounting Department and the ongoing continuation of Negotiations. Ms. Jordan complimented the direction of the SHA and displayed appreciation of Staff feedback on the SHA's climate change and morale.


Chairman Labonte proceeded to item H.1 and H.2 to include the SHA's Accounting Department AP listings for the months of October through November 2019 and the November 2019 financials. Accounting Manager Michele Decoteau summarized the budgets for the Board and emphasized there are no red flags. Commissioner Warren and Ms. Decoteau discussed the progress of the SHA's new software system- YARDI with an anticipated implementation of software by April 2020.

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 Regular Meeting of the Springfield Housing Authority at 5:00 PM and entered into Executive Session.

ATTEST:


Thomas Labonte, Chairman


Denise R. Jordan, Executive Director

