

MINUTES OF A REGULAR MEETING
- REGULAR/OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON DECEMBER 15TH, 2020

The members of the Springfield Housing Authority met in Open Session remotely via telephone conference at 1:00 PM on December 15th, 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

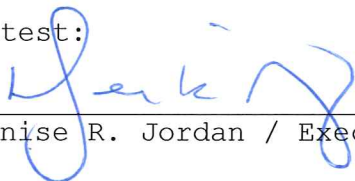
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 1:00 PM on Tuesday, December 15th, 2020 remotely via telephone conference call.

SPRINGFIELD HOUSING AUTHORITY
/s/Denise R. Jordan, Executive Director
December 11th, 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 December 11th, 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 1:01PM, 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
John Healy
Michele Decoteau
Priscilla Chesky

The Board reviewed the Minutes of November 17th, 2020. Upon a motion made by Commissioner Robles, seconded by Commissioner Quinones with a Board of Commissioners roll -call, it was by a unanimously

VOTED: to approve the Minutes of November 17th, 2020.

Chairman Labonte commenced the Board Meeting with Agenda Item E.1. to adopt Resolution 9755 FY21 Annual Plan & Resolution 9756 FY 21 State Annual Plan and certifying compliance of the plan and related regulations in accordance with HUD & DHCD. Executive Department Manager Marieli Roman presented the agenda item summarizing report to include the updates of FY20 Annual Plan and the goals of the SHA for FY21.

There were no questions presented on this agenda item. Upon a motion made by Commissioner Warren and seconded by Commissioner Thomas, following a Board of Commissioners roll -call, it was unanimously

VOTED: to Adopt Resolution 9755 FY21 Annual Plan and certifying compliance of the plan and related regulations in accordance with HUD.

Chairmen Labonte proceeded to item E.2 to adopt Resolution 9756 FY21 State Annual Plan and certifying compliance of the plan and related regulations in accordance with DHCD. Executive Department Manager Roman continued presentation on agenda item. Commissioner Warren, Commissioner Thomas, Executive Dept. Manager Roman and Director of Capital Improvements & Purchasing discussed the State Annual Plan process with its new requirements of the SHA, similar to that of HUD's Annual Plan requirement(s).

Upon a motion made by Commissioner Warren and seconded by Commissioner Quinones, following a Board of Commissioners roll -call, it was unanimously

VOTED: to Adopt Resolution 9756 FY21 State Annual Plan and certifying compliance of the plan and related regulations in accordance with DHCD.

Chairmen Labonte proceeded to item E.3 to approve FY20 Certifications for Financial Submission. Finance Director Michele Decoteau & Deputy Director Nicole Kane presented the agenda item comprised from the SHA's Fee Accountant Michael Guyder. Commissioner Warren inquired if there were any written changes on the form since the last time the document was presented to the board; Deputy Director Kane answered no and explained the Board approval to submit document is required.

There were no further questions presented on this agenda item. Upon a motion made by Commissioner Thomas and seconded by Commissioner Quinones, following a Board of Commissioners roll -call, it was unanimously

VOTED: to Approve FY20 State Certifications for Financial Submission.

Chairmen Labonte proceeded to item E.4 to Award a contract to Arbella Insurance Group in care of HUB International 96 Shaker Road East Longmeadow, MA, in the amount of \$42,047.00 based on a \$1000.00 per occurrence deductible for the coverage period January 1, 2021 through December 31, 2021; appoint Executive Director, Denise Jordan as the Contracting Officer authorizing her to execute the contract. Director of Capital Improvements & Purchasing presented the agenda item to the Board and explained the annual auto insurance procurement procedure and its determinants. Commissioner Warren, Deputy Director Kane, and Executive Director discussed the response rates and the quality of customer care services between the SHA and Arbella Insurance Group. Chairman Labonte added to discussion the safety matters and protocol of the SHA staff responsible and in care of SHA vehicles.

There were no further questions presented on this agenda item. Upon a motion made by Commissioner Thomas and seconded by Commissioner Robles, following a Board of Commissioners roll -call, it was unanimously

VOTED: to Award a contract to Arbella Insurance Group in care of HUB International 96 Shaker Road East Longmeadow, MA, in the amount of \$42,047.00 based on a \$1000.00 per occurrence deductible for the coverage period January 1, 2021 through December 31, 2021; appoint Executive Director, Denise Jordan as the Contracting Officer authorizing her to execute the contract.

Chairmen Labonte proceeded to item E.5 to Award Boulanger's Plumbing & Heating of Easthampton, MA an Indefinite quantity Indefinite delivery Contract for On-Call Backup Mechanical Services for a period of 2 years with one 1year option. The total amount will not exceed \$150,000.00 over the length of the contract; Appoint Executive Director Denise Jordan as contracting officer to execute the contract. Director of Capital Improvements & Purchasing presented agenda item to the Board and explained the stipulations of contract to include role of back up service to our SHA tradesmen. Director Healy described Boulanger's Plumbing & Heating as a reputable company.

There were no further questions presented on this agenda item. Upon a motion made by Commissioner Warren and seconded by Commissioner Quinones, following a Board of Commissioners roll -call, it was unanimously

VOTED: Award Boulanger's Plumbing & Heating of Easthampton, MA an Indefinite quantity Indefinite delivery Contract for On-Call Backup Mechanical Services for a period of 2 years with one 1year option. The total amount will not exceed \$150,000.00 over the length of the contract; Appoint Executive Director Denise Jordan as contracting officer to execute the contract.

Chairmen Labonte proceeded to item E.6 recommending that the Springfield Housing Authority Board of Commissioners reject the lowest bidder, CMVP, and award AC Painting of Springfield, MA an Indefinite quantity indefinite delivery Contract for On-Call Painting Services for a period of 2 years with one 1year option. The total amount will not exceed \$150,000.00 over the length of the contract; Appoint Executive Director

Denise Jordan as contracting officer to execute the contract. Director of Capital Improvements & Purchasing John Healy presented the agenda item and explained the request to reject the first bidder due to a poor past performance history with the SHA; and requested to award AC Painting of Springfield to assist the Housing Authority unit painting demand. Director Healy further explained the impact of COVID-19 on our ability to turn-around units, specifically covering our painting crew from the Sheriff's/Ludlow program. Commissioner Warren, Commissioner Thomas and Director Healy briefly discussed the details of SHA painting-request protocol and relationship with the Sheriff's department.

There were no further questions presented on this agenda item. Upon a motion made by Commissioner Warren and seconded by Commissioner Thomas, following a Board of Commissioners roll -call, it was unanimously

VOTED: reject the lowest bidder, CMVP, and award AC Painting of Springfield, MA an Indefinite quantity indefinite delivery Contract for On-Call Painting Services for a period of 2 years with one 1year option. The total amount will not exceed \$150,000.00 over the length of the contract; Appoint Executive Director Denise Jordan as contracting officer to execute the contract.

Executive Director (ED) Denise Jordan commenced the Executive Director's Report with an update on the SHA Capital Update on Energy Performance; Elevators at Saab Court and the completion of additional site improvement projects. Executive Director Jordan further discussed collaborations from outside agencies that donated PPE and Food delivery to SHA residents, such as NNCC and Gethsemane Church of Jesus Christ and Deliverance Center Ministries. Additional updates were included as follows: travel advisory updates were dispersed to staff from Human Resource; new hires for 60 Congress st; cancellation notice of SHA Annual Holiday Party; and the ED participation as a panelist on Senator Eric Lesser's lunch time series that discussed the Housing shortage in Western Mass.

No questions were presented on this agenda item.

Chairman Labonte proceeded to agenda item G. 1 HUD Close-Out Letter. After a moment of review, Commissioner Warren and Chairman Labonte commended the SHA for all the work and efforts placed in tasks to completion.

Chairman Labonte proceeded to agenda item G.2 District Moratorium. Commissioner Thomas commenced discussion on the reported increase in delinquencies since the COVID-19 pandemic. Commissioner Thomas, Deputy Director Kane and ED Jordan discussed the issues presented with residents who are not paying rent, the financial resources available to residents to make rental payments and the anticipated eviction court opening.

No further questions/comments were presented on this agenda item.

Chairman Labonte proceeded to review report items H.1 and H.2 AP Report November 2020 and Financial Report October 2020 for informational purposes. Finance Director Michele Decoteau provided a brief summary to the Board. No questions/comments were presented.

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 2:05PM

ATTEST:


Thomas Labonte, Chairman


Denise R. Jordan, Executive Director

