

MINUTES OF A REGULAR MEETING
- REGULAR/OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON JANUARY 19TH, 2021

The members of the Springfield Housing Authority met in Open Session remotely via telephone conference at 1:00 PM on January 19th, 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

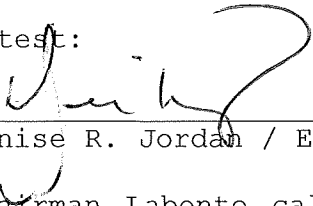
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 1:00 PM on Tuesday, January 19th, 2021 remotely via telephone conference call.

SPRINGFIELD HOUSING AUTHORITY
/s/Denise R. Jordan, Executive Director
January 15th, 2021

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 1:02PM, 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
Priscilla Chesky

The Board reviewed the Minutes of December 15th, 2020. Upon a motion made by Commissioner Warren, seconded by Commissioner Quinones with a Board of Commissioners roll -call, a majority vote and one abstention - Commissioner Robles was not yet present at meeting during vote, it was by a unanimously

VOTED: to approve the Minutes of December 15th,2020.

Chairman Labonte commenced the Board Meeting with Agenda Item E.1. to accept the Certification of Substantial and Final Completion for Nuns Companies Inc. for work performed at Duggan Park, Robinson Gardens & Reed Village, hereby accepting the project, effective October 7th, 2020. Director of Capital Improvements & Purchasing John Healy discussed the projects completed to include site work and installation of dumpster pad at Duggan Park, Robinson Garden and Reed Village. Director Healy noted a correction on Board Agenda Memo and stated the SHA is looking to accept substantial and final completion for the project. Commissioner Thomas asked if this project alleviated any REAC issues; Director Healy replied there was erosion from weather, the rain.

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: to Accept the Certification of Substantial and Final Completion for Nuns Companies, Inc. for work performed at Duggan Park, Robinson Gardens, & Reed Village, hereby accepting the project, effective October 7th, 2020.

Chairmen Labonte proceeded to item E.2 to approve contract Change Order #4 and #5 in the total amount of \$5,240.12 to Contract 35-C-2019-22-8 with Inglewood Development making the new Contract amount of \$2,352,786.94. Director of Capital Improvements & Purchasing John Healy discussed the ongoing Elevator Modernization Project at 18 & 25 Saab Court to include, but not limited to, the installation of small panel in Lobbies, the removal of conduit in machine room, replacement of hot water risers. Commissioner Warren and Director Healy further discussed the characterization of the overall work completed on project and overall satisfaction; Director Healy anticipates completion of project midsummer.

No additional questions or comments were 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: to Approve Contract Change Orders #4 and #5 in the total amount of \$5,240.12 to Contract 35-C-2019-22-8 with Inglewood Development making the new Contract amount \$2,352,786.94.

Chairmen Labonte proceeded to item E.3 to approve the Energy Performance Contract Change Order #1 in the total amount of \$54,263.57 Siemens

increasing the Energy Performance Contract to a total amount of \$9,548,264.57. Director Healy and Commissioner Warren discussed agenda item; Director Healy explained a few completed tasks from project initiated last winter to increase cost to include the insulation of door sweeps front and back doors; Director Healy explained this is to conserve energy and increase savings. Director Healy further explained these monies are directly from the Incentives Energy Lien program. Commissioner Warren emphasized the amount of money for project completion since January 2019 and requested a layout of project as direction to the work that has been completed; Director Healy confirmed a presentation of completion project and stated he would collaborate with Siemens for the next board meeting, possibly March.

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

VOTED: to Approve the Energy Performance Contract Change Order #1 in the total amount of \$54,263.57 Siemens increasing the Energy Performance Contract to a total amount of \$9,548,264.57.

Chairmen Labonte proceeded to item E.4 to Accept the Certificates of Substantial Completion from Siemens hereby accepting the Energy Performance Project. Director Healy explained certificates for each property portfolio for the energy performance involved.

There were no 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: to accept the Certificates of Substantial Completion from Siemens hereby accepting the Energy Performance Project.

Executive Director (ED) Denise Jordan commenced the Executive Director's Report with a discussion on SHA efforts on COVID-19 tracing throughout the housing authority. ED Jordan informed the Board of her participation in the Springfield's Vax Force; a committee designed to deliver information and encourage COVID-19 vaccination. ED Jordan expressed her efforts on obtaining measures to have the vaccination sites on SHA property or within close proximities in consideration for SHA residents who are limited with transportation. ED Jordan further discussed YARDI conversion updates, SHA new Audit team reviewing files, the Annual Plan webinar, and recent meetings with Western Mass Housing Authority, Chronically Homeless Committee and the Greater Springfield Metro Housing. Deputy Director Nicole Kane discussed the implementation of SHA SMART Goal Model focusing on rent collection; reducing delinquency; vacancy turnover, auditing files and reducing crime.

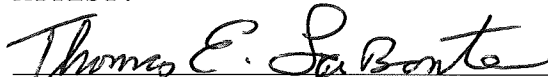
Commissioner Warren proposed a question on the Executive Director's Report and asked how was the SHA retrieving who was in contact with COVID-19. There were no further questions presented on this agenda item.

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

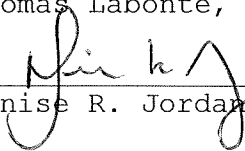
There being no further business to come before the members of the Springfield Housing Authority Board, upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was unanimously

VOTED: to adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 1:41PM

ATTEST:



Thomas Labonte, Chairman



Denise R. Jordan, Executive Director