

MINUTES OF A REGULAR MEETING
- REGULAR/OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON APRIL 20TH, 2021

The members of the Springfield Housing Authority met in Open Session remotely via telephone conference at 1:00 PM on April 20th, 2021.

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

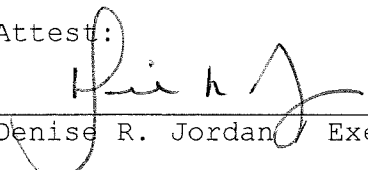
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 1:00 PM on Tuesday, April 20th, 2021 remotely via telephone conference call.

SPRINGFIELD HOUSING AUTHORITY
/s/Denise R. Jordan, Executive Director
April 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 April 15th, 2021 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 1:00PM, and those present upon roll call were as follows:

PRESENT

Thomas Labonte
Willie Thomas
Jessica Quinones
Angela Robles
Raymond Warren

ABSENT

ALSO PRESENT

Denise Jordan
Nicole Kane
Marieli Roman
John Healy
Priscilla Chesky
Michele Decoteau
Fidan Gousseynoff

The Board reviewed the Minutes of March 16th, 2021. Upon a motion made by Commissioner Warren, seconded by Commissioner Quinones with a Board of Commissioners roll -call, it was by an unanimously

VOTED: to approve the Minutes of March 16th,2021.

Chairman Labonte commenced the Board Meeting with Agenda Item E.1. to award reappointment of Commissioner Thomas as designated SHA member to the Community Preservation Committee. Commissioner Warren and Commissioner Thomas briefly discussed the Community Preservation Committee and the availability of obtaining reports on funded projects.

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

VOTED: to award reappointment of Commissioner Thomas as designated SHA member to the Community Preservation Committee.

Chairman Labonte proceeded to item E.2 to accept the amended contract award to Inglewood Development, Inc. of Longmeadow MA in the amount of \$1,607,191.00, for Boiler Replacement and Site Improvements at Various Sites, utilizing Capital Improvement Funds; appoint Executive Director, Denise R. Jordan as the Contracting Officer authorizing her to execute the contract. Director of Capital Improvements & Purchasing presented a brief summary on the Agenda Item to include a recap of March Board Meeting discussion, clarifying error and requesting the Board to vote on the amended contract award.

There were no 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 accept the amended contract award to Inglewood Development, Inc. of Longmeadow MA in the amount of \$1,607,191.00, for Boiler Replacement and Site Improvements at Various Sites, utilizing Capital Improvement Funds; appoint Executive Director, Denise R. Jordan as the Contracting Officer authorizing her to execute the contract.

Chairman Labonte proceeded to item E.3 to approve the Energy Performance Contract Change Order #2 in the total amount of \$25,779.60 Siemens increasing the Energy Performance Contract to a total amount of \$9,574,044.17. Director Healy briefly explained the change order to include the last items on Contract and confirmed the work has been completed with great satisfaction.

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 #2 in the total amount of \$25,779.60 Siemens increasing the Energy Performance Contract to a total amount of \$9,574,044.17.

Chairman Labonte proceeded to item E.4 to accept the Certificate of Final Completion from Siemens hereby accepting the Energy Performance project as completed. Director Healy, Commissioner Warren and Commissioner Thomas briefly discussed the scope of sealing the completion of project. Commissioner Warren inquired on performance inspections; Director Healy confirmed the SHA, Siemens and Contractors perform inspections upon final completion.

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

VOTED: to accept the Certificate of Final Completion from Siemens hereby accepting the Energy Performance project as completed.

Chairman Labonte proceeded to item E.5 to award a contract to Marcotte Ford of Holyoke, MA to purchase one (1) 2021 new Ford F-550 truck with dump body and plow upfit and one (1) 2021 Ford Transit Van Body with shelving/storage upfit. The total cost to purchase both vehicles with necessary upfits will be \$105,132.00. Funding to come from the Operating Fund. Director Healy discussed and referenced pictures of the SHA's older 2004 trucks, emphasizing the necessity to purchase vehicles. Chairman Labonte referenced prior discussion on the SHA's daily and maintenance plan of the SHA fleet.

No further discussion on Agenda Item E.5.

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

VOTED: to award a contract to Marcotte Ford of Holyoke, MA to purchase one (1) 2021 new Ford F-550 truck with dump body and plow upfit and one (1) 2021 Ford Transit Van Body with shelving/storage upfit. The total cost to purchase both vehicles with necessary upfits will be \$105,132.00. Funding to come from the Operating Fund.

Chairman Labonte proceeded to item E.6 to approve Contract extension to Contract No. G-2018-2-2 with Kone Inc. for Elevator Maintenance and Services. Appoint Executive Director, Denise R. Jordan as the contracting officer to execute the contract extension. The contract extension shall be for the period of April 1, 2021 through March 31, 2023 for an annual cost of \$88,200.00. Director Healy, Commissioner Warren and Executive Director Jordan discussed the work and satisfaction thus far with improved services from KONE, Inc. and the SHA elevators at Saab Court Development.

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

VOTED: to approve Contract extension to Contract No. G-2018-2-2 with Kone Inc. for Elevator Maintenance and Services. Appoint Executive Director, Denise R. Jordan as the contracting officer to execute the contract extension.

Chairman Labonte proceeded to item E.7 to adopt Resolution 9757 to approve the Tenants Accounts Receivable write offs for FYE 2021 in the amount of \$73,970.16. Deputy Director Nicole Kane, Commissioner Warren, and Attorney Priscilla Chesky discussed the parameters of the tenant account receivables, the eviction process and the impact of COVID-19. Deputy Kane explained that in comparison to prior years, there is a decrease in the number of SHA vacated residents with outstanding debts due to the pause on evictions because of the pandemic; hence, more residents are residing in units with outstanding balances.

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

VOTED: to adopt Resolution 9757 to approve the Tenants Accounts Receivable write offs for FYE 2021 in the amount of \$73,970.16.

Chairman Labonte proceeded to the Executive Director's Report.

Executive Director (ED) Denise Jordan presented the Executive Director's Report with a moment of silence for the passing of SHA staff member Peter Regas. ED Jordan proceeded with the ED report and made a few announcements to include: the restructuring of SHA Districts' maintenance staff, the Authority's full-time work schedule commenced April 20th, 2021 -with implementation of Maintenance emergency work orders only; the final vaccine clinic was held April 8th- a total of 407 residents vaccinated; as well as the continued collaborations and efforts between the SHA and Westernmass COVID 19 Task Force and the City of Springfield's Vax Force. ED Jordan met with Resident Service Director Pam Wells and Parent Villages, an organization created by School Committee Woman Latonia Naylor on workforce/developing training; and also met with the Director of Housing, City of Springfield, Gerry McCafferty and Keith Fairley the Executive Director of Wayfinders, and discussed the issue of Homelessness and its impact with the prospects of converting hotels and/or empty apartments into shelter units. In addition to participating in the Springfield Casino Focus Group conducted by UMASS/Seigma- Social and Economic Impacts of Gambling In Massachusetts. ED Jordan concluded her report.

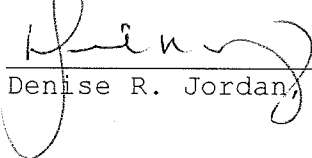
Chairman Labonte proceeded to review report items H.1 AP Report for February 2021 for informational purposes.

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 Thomas, it was unanimously

VOTED: to adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 1:51PM

ATTEST:


Thomas Labonte, Chairman


Denise R. Jordan, Executive Director