

MINUTES OF A REGULAR MEETING  
- REGULAR/OPEN SESSION -  
OF THE SPRINGFIELD HOUSING AUTHORITY  
HELD ON MAY 18<sup>TH</sup>, 2021

The members of the Springfield Housing Authority met in Open Session remotely via telephone conference at 1:00 PM on May 18th, 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, May 18<sup>th</sup>, 2021 remotely via telephone conference call.

SPRINGFIELD HOUSING AUTHORITY  
/s/Denise R. Jordan, Executive Director  
May 14<sup>th</sup>, 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 May 14<sup>th</sup>, 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

Nicole Kane  
Marieli Roman  
John Healy  
Michele Decoteau  
Austin Harris  
Blanca Berrios  
Fidan Gousseynoff  
Priscilla Chesky, Esq.

Denise Jordan

The Board reviewed the Minutes of April 20<sup>th</sup>, 2021. Upon a motion made by Commissioner Warren, seconded by Commissioner Robles with a Board of Commissioners roll -call, it was by an unanimously

VOTED: to approve the Minutes of April 20th,2021.

Chairman Labonte commenced the Board Meeting with Agenda Item E.1. to adopt resolution #9758 to accept updated income limits for federally-aided public housing and the Section 8 program with an effective date of April 1<sup>st</sup>, 2021. Deputy Director Nicole Kane briefly summarized HUD's updated publication for federally-aided Public Housing and Section 8 program income limits to include a decrease of approximately four thousand dollars.

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

VOTED: Adopt Resolution #9758 to accept updated income limits for federal-aided public housing and Section 8 program with an effective date of April 1<sup>st</sup>, 2021.

Chairman Labonte proceeded to item E.2 to Adopt Resolution #9759 to file a Disposition Application for the Avery Building (Hobby Club) at 309 Chestnut Street Springfield, MA to the Special Applications Office at HUD, and to Authorize the Executive Director, Denise R. Jordan, to enter into a Purchase and Sale Agreement with Carr Properties/Seniority House to complete the sale of property once HUD has approved the application. Director of Capital Improvement and Purchasing discussed the most recent collaboration with Chris Carr, HUD and SHA surrounding the details of the prospective purchase and sale agreement of the Hobby Club (Avery Building. Director Healy informed the Board of Commissioners of HUD's pending status of a new appraisal and their process that requires SHA to file a Disposition Application with the HUD Special Applications Office.

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

VOTED: to Adopt Resolution #9759 to file a Disposition Application for the Avery Building (Hobby Club) at 309 Chestnut Street Springfield, MA to the Special Applications Office at HUD, and to Authorize the Executive Director, Denise R. Jordan, to enter into a Purchase and Sale Agreement with Carr Properties/Seniority House to complete the sale of property once HUD has approved the application.

Chairman Labonte proceeded to item E.3 to award a Contract to FW Webb in the amount of Forty-Six Thousand Nine Hundred Ninety-Eight Dollars and fourteen cents (\$46,998.14); appoint Executive Director, Denise R. Jordan, as contracting officer, to execute the Contract. Director of

Capital Improvement and Purchasing John Healy explained the contract details to include the boiler equipment system purchases of six (6) boilers, one (1) storage tank and heating pumps for the Ashley Gerrish and Bay Sherman developments; further informing the Board that the labor will be procured.

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

VOTED: award a Contract to FW Webb in the amount of Forty-Six Thousand Nine Hundred Ninety-Eight Dollars and fourteen cents (\$46,998.14); appoint Executive Director, Denise R. Jordan, as contracting officer, to execute the Contract.

Chairman Labonte proceeded to item E.4 to award a three (3) year contract with Northeast Compactor and Bailer for preventive maintenance work; Pricing for years one-three is \$14,000.00 (each year) 3 Year Total - \$42,000.00. Director of Capital Improvement and Purchasing briefly stated this agenda item involved the Preventive Maintenance Contract executed in March, 2021 for SHA High Risers item to include items missed in the awarded Vendor Contract.

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

VOTED: to award a three (3) year contract with Northeast Compactor and Bailer for preventive maintenance work; Pricing for years one-three is \$14,000.00 (each year) 3 Year Total - \$42,000.00.

Chairman Labonte proceeded to item E.5 to Approve HUD Section Eight Management Assessment (SEMAP) Certification for the fiscal year ending 3/31/21 and authorized the Executive Director to execute the certification and file it with HUD. Deputy Director Kane, Director of Compliance Rental Assistance Office Blanca Berrios, Commissioner Quinones, and Commissioner Warren discussed the annual submission. Deputy Kane briefly explained the submission requirement was waived last year due to the COVID-19 pandemic with SHA scored at a High- Performance Status. Director Berrios emphasized inspections were in-house again, and that a few points were lost with rent reasonableness. Commissioner Warren questioned the scoring on item #14 Self-Sufficiency; Deputy Kane responded item relates to a Grant position that is no longer required and has aged out. Commissioner Quinones and Deputy Kane discussed the continuation of the Quarterly Reports at Board Meetings for management purposes.

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 HUD Section Eight Management Assessment (SEMAP) Certification for the fiscal year ending 3/31/21 and authorized the

Executive Director to execute the certification and file it with HUD.

Chairman Labonte proceeded to item E.6 to adopt Resolution #9760 to approve the attached Fiscal Year End Schedule of fall positions and compensation for SHA's fiscal year ended March 31, 2021. Accounting Manager Austin Harris briefly stated this item referred to the Top 5 Compensation the SHA must certify annually.

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

VOTED: to adopt Resolution #9760 to approve the attached Fiscal Year End Schedule of fall positions and compensation for SHA's fiscal year ended March 31, 2021.

Chairman Labonte proceeded to item E.7 to adopt Resolution #9761 to approve FYE 2022 Operating Budget. Finance Director Michele Decoteau, Commissioner Warren discussed the FYE 2022 Operating Budget. Director Decoteau summarized the operating budget to include a slight increase than prior year due to the COVID-19 pandemic, estimated net at \$2,134,000.00 at a 90% usage of HUD Subsidy. Commissioner Warren presented questions surrounding estimations and its factors that are included, inquiring on the SHA procedures of any changes in budget; Director Decoteau responded all changes are presented back to the Board. Chairman Labonte noted the prospect of future budget questions can be included at upcoming board meetings.

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 #9761 to approve FYE 2022 Operating Budget.

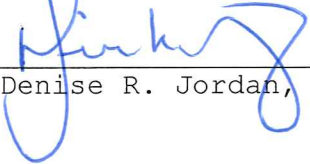
Deputy Executive Director (ED) Nicole Kane presented the Executive Director's Report. Deputy Kane, on behalf of Executive Director Jordan, summarized SHA updates and collaborations since prior month's report to include but not limited to: 1. SHA Public Safety Department and Big Y on the loitering in the Big Y parking lot; 2. Public Safety Department continual response efforts on the slight uptick in illegal activities at some of the SHA properties and 3. The continual efforts and collaboration with neighboring Springfield organizations on the COVID-19 Task Force.

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

VOTED: to adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 1:47PM

ATTEST:

  
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Thomas Labonte, Chairman

  
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Denise R. Jordan, Executive Director

