

MINUTES OF A REGULAR MEETING  
- REGULAR/OPEN SESSION -  
OF THE SPRINGFIELD HOUSING AUTHORITY  
HELD ON JUNE 15<sup>TH</sup>, 2021

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 and with telephone conference for public access at 4:00 PM on June 15<sup>th</sup>, 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

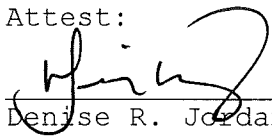
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:00 PM on Tuesday, June 15<sup>th</sup>, 2021 via telephone conference call for public access and at the Conference Room of the Springfield Housing Authority at 60 Congress St., Springfield, Massachusetts.

SPRINGFIELD HOUSING AUTHORITY  
/s/Denise R. Jordan, Executive Director  
June 11<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 June 11<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  
Denise Jordan  
Michele Decoteau  
Austin Harris

Marieli Roman

Fidan Gousseynoff  
Michelle Ricker

The Board reviewed the Minutes of May 18<sup>th</sup>, 2021. Upon a motion made by Commissioner Thomas, seconded by Commissioner Quinones, it was by an unanimously

VOTED: to approve the Minutes of May 18th,2021.

Chairman Labonte commenced the Board Meeting with Agenda Item E.1. to award a contract to Manny's Plumbing & Heating of 47 Agawam, MA in the amount of \$57,750.00 to replace the Boiler Equipment at Ashley-Gerrish and Bay-Sherman Apartments utilizing Capital Funds; appoint Executive Director, Denise R. Jordan as the Contracting Officer authorizing her to execute the contract. Director of Capital Improvements & Purchasing John Healy presented information on the agenda item explaining the cost to include labor for the installation of six (6) boilers, four (4) pumps and the replacement of storage tank for the SHA's approximate 15-year-old boilers. Executive Director Denise Jordan inquired if this would conclude the boiler replacements for SHA; Mr. Healy replied approximately one-fourth remain.

There were no further questions/information presented on this agenda item.

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

VOTED: award a contract to Manny's Plumbing & Heating of 47 Agawam, MA in the amount of \$57,750.00 to replace the Boiler Equipment at Ashley-Gerrish and Bay-Sherman Apartments utilizing Capital Funds; appoint Executive Director, Denise R. Jordan as the Contracting Officer authorizing her to execute the contract.

Chairman Labonte proceeded to the Executive Director's report.

Executive Director (ED) Denise Jordan commenced the Executive Director's report with a few announcements and updates that included: 1. The completion of MCAD training for SHA staff, held virtually; 2. The continuation to implement limited work-orders as protocol for SHA Maintenance Staff; 3. The continuation of limited in-person meetings for SHA residents and departmental offices; 4. The continuation of the SHA's collaborations with outside agencies such as Baystate COVID vaccine distribution to assist in advocating for the COVID vaccine with prospective vaccine clinic in near future; 5. The reconvening of SHA safety committee and continual efforts to address illegal dumping, elder abuse, and/or additional public safety issues; 6. The SHA was awarded emergency vouchers and working with the City of Springfield, Gandara, and Domestic Violence Departments to prioritize and address the increase in youth homelessness regionally; 7. Met with Wynn Properties for an introductory meeting and explore prospective RAD development; 8. Community rooms are set to re-open, masks are required, activities

remain suspended. ED Jordan also announced the SHA's initiative to update SHA website with IT Director Stephen Ethier.

Commissioner Warren readdressed the Special Vouchers awarded to the SHA and questioned if vouchers were awarded to those who cannot pay their rent?; ED Jordan informed Commissioner Warren that the SHA utilizes the RAFT program to assist those individuals who are unable to pay their rent and further explained the Special Vouchers awarded to SHA were to assist those experiencing homelessness and/or domestic violence. Commissioner Warren also readdressed the COVID vaccination efforts, complimenting Ms. Jordan on her diligence and participation in such task, and asked for more information on the percentage of those vaccinated; ED Jordan stated more City data is available and that Springfield is less than seventy (70) percent.

Chairman Labonte inquired more on the SHA's website efforts; ED Jordan stated that the IT Director Stephen Ethier is working on updating the SHA's outdated domain.

Chairman Labonte proceeded to Agenda Item H.1 and H.2- 2021 Budget Summary Report and AP Report May 2021. Finance Director Michele Decoteau and Deputy Executive Director Nicole Kane briefly introduced the Budget Report Summary for informational purposes and to aid in the clarification of the Budget report presented in May's Board Meeting. Commissioner Thomas questioned if the Audit had been presented to the board; Finance Director Decoteau stated the audit would be forwarded or presented at next meeting with Mike Guyder, *SHA Fee Accountant*.

Chairman Labonte proceeded to Agenda Item H.3 Public Safety Report. Manager of Public Safety Department Michelle Ricker presented a summarized scope of work of the Public Safety department; specifically addressing issues involving loitering at Jenny Lane, a gas leak contributed to a tent rented on our SHA property, boarders and recent shootings on our property, and protecting our elder residents from Elder abuse. Ms. Ricker and Board discussed details surrounding preventive and resolution measures to said issues described; The presence of security cameras and continual collaboration with the Springfield Police Department was emphasized.

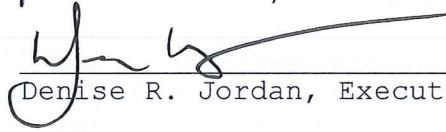
Chairman Labonte made an announcement there will not be a board meeting held in July, unless it was necessary.

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 5:15PM

ATTEST:

  
Thomas Labonte, Chairman

  
Denise R. Jordan, Executive Director