

MINUTES OF A REGULAR MEETING
- SPECIAL/OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON JULY 20TH, 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 option for public access at 1:00 PM on July 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

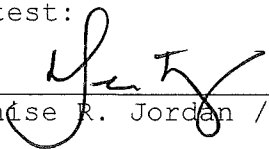
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a Special Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 1:00 PM on Tuesday, July 20th, 2021 via telephone conference call for public access and at the Conference Room of the Springfield Housing Authority at 60 Congress St., Springfield, Massachusetts.

SPRINGFIELD HOUSING AUTHORITY
/s/Denise R. Jordan, Executive Director
July 16th, 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 July 16th, 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 1:02PM, 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
John Healy
Pam Wells

Marieli Roman

The Board reviewed the Minutes of June 15th, 2021. Upon a motion made by Commissioner Thomas, seconded by Commissioner Quinones, it was by an unanimously

VOTED: to approve the Minutes of June 15th,2021.

Chairman Labonte commenced the Board Meeting with Agenda Item E.1. to vote to approve contract Change Order No.1 in the amount of Thirty-Six Thousand Eight Hundred and Twenty-Nine Dollars and Twenty Cents (\$36, 289.20), to Contract #35-C-2021-2-2 with Inglewood Development. This will increase the contract to One Million Six Hundred Forty-Four Thousand Twenty Dollars (\$1,644,020.00).

Capital Improvement and Purchasing Director John Healy commenced Agenda discussion involving issues with loitering and criminal activity at the SHA Jenny Lane Development. Mr. Healy informed the Board and attendees on the SHA's proactive measure(s) implemented or that are in progress, such as; collaborating with Big Y on implementing patrol, inserting additional lighting in the area, construction projects to improve driveway and curbing areas, as well as the repairing of sink holes.

Commissioner Thomas asked Mr. Healy if the aforementioned would be completed this year; Mr. Healy replied the anticipated completion of project is October 2021.

Commissioner Quinones stated the Development improvement/repairs look great.

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

Upon a motion made by Commissioner Thomas and seconded by Commissioner Warren and following a board roll call, it was unanimously

VOTED: to vote to approve contract Change Order No.1 in the amount of Thirty-Six Thousand Eight Hundred and Twenty-Nine Dollars and Twenty Cents (\$36, 289.20), to Contract #35-C-2021-2-2 with Inglewood Development. This will increase the contract to One Million Six Hundred Forty-Four Thousand Twenty Dollars (\$1,644,020.00).

Chairman Labonte proceeded to Agenda Item E.2 to award contract to Laroche Construction Inc. of South Hadley, MA in the amount of four hundred fifty-five thousand five hundred dollars (\$455,500.00), for the replacement of Shingle Roofs at Forest Park Apartments, utilizing State Capital Improvement Funds; Appoint Executive Director, Denise R. Jordan as the Contracting Officer authorizing her to execute the contract.

Mr. Healy briefly explained the nature of agenda item stating this project is for a state-funded development and the governing agency DHCD is requiring Board approval. Mr. Healy and Chairman Labonte held a brief dialogue and concluded the anticipated project completion will be before the winter weather arrives.

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

Upon a motion made by Commissioner Warren and seconded by Commissioner Robles and following a board roll call, it was unanimously

VOTED: to vote to award to Laroche Construction Inc. of South Hadley, MA in the amount of Four Hundred Fifty-Five Thousand Five Hundred Dollars (\$455,500), for the replacement of Shingle Roofs at Forest Park Apartments, utilizing State Capital Improvement Funds; appoint Executive Director, Denise R. Jordan as the Contracting Officer authorizing her to execute the contract.

Chairman Labonte proceeded to Agenda Item E.3 to accept the bid and Authorize Executive Director, Denise R. Jordan, to execute a three (3) year contract with two one (1) year option with Serv-U Locksmiths Inc. at the hourly rates proposed.

Mr. Healy, Commissioner Thomas and Chairman Labonte discussed the parameters of Contract to include lock changes for SHA vacant apartments, key replacement for SHA tenants, outside routine requests may include and as an example provided- a door system using key fobs.

Commissioner Thomas inquired if the Contract included a 'not-to-exceed' clause; Mr. Healy replied this contract does not include such clause as it is not utilized enough to merit necessity.

Chairman Labonte inquired what the SHA protocol is when a tenant loses a key; Deputy Director Nicole Kane responded that the Residents are charged a replacement key at the District Property Management Office.

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

Upon a motion made by Commissioner Thomas and seconded by Commissioner Warren and following a board roll call, it was unanimously

VOTED: to accept the bid and Authorize Executive Director, Denise R. Jordan, to execute a three (3) year contract with two one (1) year option with Serv-U Locksmiths Inc. at the hourly rates proposed.

Chairman Labonte proceeded to Agenda Item E.4 to award a three (3) year contract to be renewed annually, pending funding availability, to Wel-Design Alarm System Inc. of Wilbraham, MA in the amount of Forty-One Thousand Five Hundred Ninety dollars (\$41,590.00) annually. This contract will be paid from utilizing funds from the operating budget of each AMP; appoint Executive Director, Denise R. Jordan as the Contracting Officer authorizing her to execute the contract.

Mr. Healy and Chairman Labonte held a brief discussion on the contract time-length. Mr. Healy informed the Chairman, Board and attendees that a three (3) year contract is chosen so that the SHA allows other companies to have an opportunity at the Bidding process. Mr. Healy acknowledged Wel-Design as a reputable company with demonstrated knowledge in the field.

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

Upon a motion made by Commissioner Warren and seconded by Commissioner Robles and following a board roll call, it was unanimously

VOTED: to award a three (3) year contract to be renewed annually, pending funding availability, to Wel-Design Alarm System Inc. of Wilbraham, MA in the amount of Forty-One Thousand Five Hundred Ninety dollars (\$41,590.00) annually. This contract will be paid from utilizing funds from the operating budget of each AMP; appoint Executive Director, Denise R. Jordan as the Contracting Officer authorizing her to execute the contract.

Chairman Labonte proceeded to Agenda Item E.5 to accept the 2021-2022 Community Development Block Grant in the amount of \$12,000.00 for the Duggan Youth Program and authorizes Executive Director Denise R. Jordan to sign the Contract with the City of Springfield.

Deputy Director Nicole Kane informed the Board and attendees that the SHA is awarded an additional 12,000 in funds through this grant. The SHA will continue to provide the affiliated program services since the commencement of initial grant award in 2018.

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

Upon a motion made by Commissioner Thomas and seconded by Commissioner Quinones and following a board roll call, it was unanimously

VOTED: to accept the 2021-2022 Community Development Block Grant in the amount of \$12,000.00 for the Duggan Youth Program and authorizes Executive Director Denise R. Jordan to sign the Contract with the City of Springfield.

Executive Director's report was not expected.

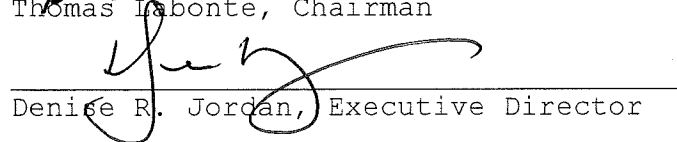
There being no further business to come before the members of the Springfield Housing Authority Board, upon a motion made by Commissioner Thomas, seconded by Commissioner Robles and following a board roll call, it was unanimously

VOTED: to adjourn the Open Session of a Special Meeting of the
Springfield Housing Authority at 1:31PM

ATTEST:



Thomas LaBonte, Chairman



Denise R. Jordan, Executive Director

