

MINUTES OF A REGULAR MEETING
- REGULAR/OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON DECEMBER 21st, 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 a Zoom Video & dial-in options for public access at 4:00 PM on December 21st, 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

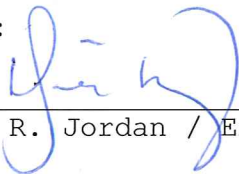
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a Regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:00 PM on Tuesday, December 21st, 2021 via Zoom Video & dial-in options for public access 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
December 17th, 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 17th, 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 4:00PM, 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
Austin Harris
Michele Decoteau
Fidan Gousseynoff

C.1

John Healy
Marieli Roman

The Board reviewed and voted on the Minutes of November 16th, 2021. Upon a motion made by Commissioner Thomas, seconded by Commissioner Warren, it was by an unanimously

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

Chairman Labonte proceeded to Agenda Item E.1 and Agenda Item E.2 to Adopt Resolution 9758 (E.1) FY22 Annual Plan and Adopt Resolution 9759(E.2) FY22 State Annual Plan and certifying compliance of the plan and related regulations in accordance with HUD & DHCD. Executive Department Manager Marieli Roman briefly discussed the annual process for the State and Federal Annual Plan Report to include, but not limited to, an overview on the Residential Service Department activities, the disposition of the Avery Building, and the additional security cameras for this upcoming year.

With no further information presented on this agenda item and,

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

VOTED: to adopt resolution 9758 (E.1) FY22 Annual Plan & Resolution 9759 (E.2) FY22 State Annual Plan and certifying compliance of the plan and related regulations in accordance with HUD & DHCD.

Chairman Labonte proceeded to Agenda Item E.3 to Award a contract to Arbella Insurance Group in care of HUB International 96 Shaker Road East Longmeadow, MA, in the amount of \$46,646.00 based on a \$1,000.00 per occurrence deductible for the covered period January 1, 2022 through December 31, 2022; appoint Executive Director, Denise R. Jordan, as the Contracting Officer authorizing her to execute the contract. Director of Capital Improvement and Purchasing Department, John Healey, presented Agenda Item briefly explaining that the SHA is in overall good standing with reference to SHA drivers and accident claims. Mr. Healey further stated that the insurance deductible is up \$1,000.00 per year and assured HUB International has a good history with SHA.

With no further information presented on this agenda item and,

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

VOTED: Award a contract to Arbella Insurance Group in care of HUB International 96 Shaker Road East Longmeadow, MA, in the amount of \$46,646.00 based on a \$1,000.00 per occurrence deductible for the covered period January 1, 2022 through December 31, 2022; appoint Executive Director, Denise R. Jordan, as the Contracting Officer authorizing her to execute the contract.

Chairman Labonte proceeded to Agenda Item E.4 to Award a contract to FW Webb Inc. of 145 Performance Boulevard, Springfield, MA 01104 for the amount of One Hundred Eight Thousand Five Hundred Fifty-Four Dollars (\$108,554.00); appoint the Executive Director, Denise R. Jordan, as the Contracting Officer authorizing her to execute the Contract. Mr. Healy and Commissioner Warren briefly discussed the bidding process and the lack of submissions for bid. Mr. Healy informed the Board of the collaboration between SHA Managers, Foremen, Trades and Warehouse to determine the necessary supplies for SHA. Mr. Healy added the cost of supplies are higher.

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

VOTED: Award a contract to FW Webb Inc. of 145 Performance Boulevard, Springfield, MA 01104 for the amount of One Hundred Eight Thousand Five Hundred Fifty-Four Dollars (\$108,554.00); appoint the Executive Director, Denise R. Jordan, as the Contracting Officer authorizing her to execute the Contract.

Chairman Labonte proceeded to Agenda Item E.5 to Award a Contract to WB Mason Inc. Worcester, MA to purchase new furnishings and work stations for the Rental Assistance Office Space for Eighty-Four Thousand Four Hundred Twenty-Eight Dollars; Appoint the Executive Director, Denise R. Jordan, the contracting offer authorizing her to executive the contract. Mr. Healy discussed the layout of furniture and floor planning with the Board of Commissioners. Mr. Healy also utilized for a slideshow presentation for visual reference. Commissioner Warren and Mr. Healy discussed the possibility of utilizing panic as part of the security plan.

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

VOTED: to Award a Contract to WB Mason Inc. Worcester, MA to purchase new furnishings and work stations for the Rental Assistance Office Space for Eighty-Four Thousand Four Hundred Twenty-Eight Dollars; Appoint the Executive Director, Denise R. Jordan, the contracting offer authorizing her to executive the contract.

Chairman Labonte proceeded to Agenda Item E.6 to approve Contract Change Order No.1 in the amount of One Hundred Sixty-Eight Thousand Six Hundred Twenty-Four Dollars (\$168,624.00), to Contract#281121 with Laroche Construction. This will increase the contract amount to Six Hundred Twenty-Four Thousand One Hundred Twenty -Four Dollars (\$624,124.00) and extend the contract 21 days. Mr. Healy explained to the Board of Commissioners that at the start of the roof replacement project estimate was high, the SHA decided to focus on the immediate needs of the project. As the project continues, assessment of immediate needs expanded to include but not limited to the gutters, gutter guards, and the removal of trees. Chairman Labonte inquired on the project completion date; Mr. Healy responded that the project is projected to be completed soon but attention to the temperatures and winter weather may apply delays.

With no further information presented on this agenda item and,

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

VOTED: approve Contract Change Order No.1 in the amount of One Hundred Sixty-Eight Thousand Six Hundred Twenty-Four Dollars (\$168,624.00), to Contract#281121 with Laroche Construction. This will increase the contract amount to Six Hundred Twenty-Four Thousand One Hundred Twenty -Four Dollars (\$624,124.00) and extend the contract 21 days.

Chairman Labonte proceeded to Agenda Item E.7. to Accept the Certificate of Substantial/Final Completion from Inglewood Development Corp. here by accepting the Plumbing, Electrical and Elevator Upgrades project as completed. Mr. Healy utilized a slideshow and provided the Board of Commissioners a visual of the completed work. Commissioner Warren commended Mr. Healy and team on his dedication and work well done.

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

VOTED: to Accept the Certificate of Substantial/Final Completion from Inglewood Development Corp. here by accepting the Plumbing, Electrical and Elevator Upgrades project as completed.

Chairman Labonte proceeded to Agenda Item E.8 to Accept the Certificate of Substantial/Final Completion from Inglewood Development Corp. here by accepting Site and HVAC Upgrades at Riverview, Jennie Lane, Robinson Gardens, Manilla, and Pine James Apartments project as completed, as of November 15th, 2021. Mr. Healy, utilizing the slideshow and presented pictures of the sitework on the combination boilers, storage tanks, and the Pine James parking lot.

With no further information presented on this agenda item and,

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

VOTED: to Accept the Certificate of Substantial/Final Completion from Inglewood Development Corp. here by accepting Site and HVAC Upgrades at Riverview, Jennie Lane, Robinson Gardens, Manilla, and Pine James Apartments project as completed, as of November 15th, 2021.

Chairman Labonte proceeded to Agenda Item E.9 to Adopt Resolution #9760 to approve the Summary Allowance for Tenant Furnished Utilities and other Services prepared by Happy Software. Executive Director briefly presented the agenda item in the absence of Deputy Director Nicole Kane for the Rental Assistance Department.

With no further information presented on this agenda item and,

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

VOTED: to Adopt Resolution #9760 to approve the Summary Allowance for Tenant Furnished Utilities and other Services prepared by Happy Software.

Chairman Labonte tabled Agenda Item E.10.

Executive Director Denise R. Jordan briefly presented the Executive Director's report to include, but not limited to, a summary of the continued collaborations between the SHA and outside agencies, highlighted the Turkey distribution story in the Republican Newspaper; the efforts of SHA Residential Service Department during the Thanksgiving Season and the upcoming Holiday events; the Vaccination clinics, grant opportunities that have been awarded to SHA and Ms. Jordan provided brief updates to the Board of Commissioners on the changes in staff; updates on SHA internal meetings and the most pertinent issues such as illegal dumping.

Chairmen Labonte proceeded to Agenda Item H.1. H.2 and H.3 AP Report October 2021; Financial Report October 2021 and the Board Financial Report November 2021 for information purposes.

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

Voted to enter into Executive Session at 5:10pm.

The Regular/Open Session at reconvened at 5:40pm. Upon a motion made by Commissioner Warren and seconded by Commissioner Quinonez and following a board roll call, it was unanimously

VOTED: to Approve (E.10) the Contract between the Springfield Housing Authority and its Executive Director Denise R. Jordan for the period of 04/01/2022- 03/31/2025, and proceeded to the Executive Director's Report.

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 Quinonez and following a board roll call, it was unanimously

VOTED: to adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 5:40 PM.

PM

ATTEST:


Thomas Labonte, Chairman

Denise R. Jordan, Executive Director