

MINUTES OF A REGULAR MEETING  
- REGULAR/OPEN SESSION -  
OF THE SPRINGFIELD HOUSING AUTHORITY  
HELD ON APRIL 19<sup>TH</sup>, 2022

The members of the Springfield Housing Authority met in Open Session at the Conference Room of the Springfield Housing Authority at 165 Liberty Street, Springfield, Massachusetts and with a Zoom Video & dial-in options for public access at 4:00 PM on April 19<sup>th</sup>, 2022.

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, April 19<sup>th</sup>, 2022 via Zoom Video & dial-in options for public access and at the Conference Room of the Springfield Housing Authority at 165 Liberty Street, Springfield, Massachusetts.

SPRINGFIELD HOUSING AUTHORITY

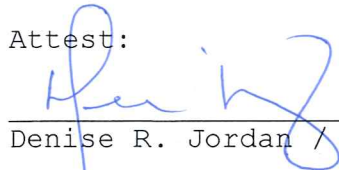
/s/Denise R. Jordan, Executive Director

April 14<sup>th</sup>, 2022

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 14<sup>th</sup>, 2022 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 4:01PM, and those present upon roll call were as follows:

PRESENT

Thomas Labonte  
Jessica Quinonez  
Angela Robles  
Willie Thomas

ABSENT

Ray Warren

ALSO PRESENT

John Healy  
Denise R. Jordan  
Marieli Roman

Michele Decoteau  
Austin Harris

The Board reviewed and voted on the Minutes of March 15th, 2022. Commissioner Robles abstained from voting; she was absent for the March 15th, 2022 board meeting. Upon a motion made by Commissioner Quinonez, seconded by Commissioner Thomas, it was by an unanimously

VOTED: to approve the Minutes of March 15<sup>th</sup>, 2022.

The Board reviewed and voted on the Minutes of April 5th, 2022. Commissioner Robles abstained from voting; she was absent for the April 5th, 2022 board meeting. Upon a motion made by Commissioner Thomas, seconded by Commissioner Quinonez, it was by an unanimously

VOTED: to approve the Minutes of April 5<sup>th</sup>, 2022.

Chairman Labonte proceeded to Agenda Item E.1 to award a five (5) year contract to TD Bank of Springfield, MA; appoint Denise R. Jordan as the contracting officer authorizing her to execute the contract. Director of Capital Improvements and Purchasing Department, John Healy, discussed the procurement process for the banking service of the Springfield Housing Authority, that resulted with two (2) proposals and TD Bank, the lowest bid. After review of material, Chairman Labonte requested elaboration on sentence that read changes to rate can be made without notification; Finance Director Michele Decoteau responded and explained the sentence referenced changes that would come from federal regulation(s). Commissioner Robles inquired if the rates had changed in the past; Director Decoteau stated they have lowered rates before as per federal regulation guidelines.

With no further information presented on this agenda item and,

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

VOTED: award a five (5) year contract to TD Bank of Springfield, MA; appoint Denise R. Jordan as the contracting officer authorizing her to execute the contract.

Chairmen Labonte proceeded to Agenda Item E.2 to accept the Certificate of Substantial and Final Completion from Larochelle Construction, hereby accepting the Forest Park Roof Replacement project as completed. Director Healy briefly commented on this agenda item and expressed overall satisfaction with project results. Chairman Labonte shared that he has passed through the development and also commended the final results.

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: to accept the certificate of substantial and final completion from Larochelle Construction, hereby accepting the Forest Park Roof Replacement project as completed.

Chairmen Labonte proceeded to Agenda Item 3 to approve the write off of \$67,160.64 of Tenants Account Receivable for FYE 2022. Director Healy briefly summarized this agenda and reported a decreased amount for the current FYE2022. Chairman Labonte, Commissioner Quinonez, Finance Director Decoteau discussed the SHERA funding program that was Utilized by SHA residents. Commissioner Quinonez stated she was pleased the number decreased despite her dislike for write-offs. Chairman Labonte inquired about pursuing legal action despite the write-off.

There were no additional questions presented on this agenda item and,

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

VOTED: Approve the write off of \$67,160.64 of Tenants Account Receivable for FYE 2022.


Chairman Labonte proceeded to Agenda Item F- Executive Director's Report. Executive Director Denise R. Jordan discussed activities from March and April 2022 to include, but not limited to: SHA's successful attainment of ARPA Earmarks with the purpose of upgrading the security camera systems at designated developments; SHA's continued collaborations with Regional Pathways Coalition, Pioneer Valley Economic Recovery Taskforce, The Greater Springfield Housing Group, The Regional Housing Team and the State Treasurer Goldbergs Office and their Baby Steps Program. ED Jordan also discussed SHA's presence at Baypath's Inaugural event and the Valley's Remarkable Women event.

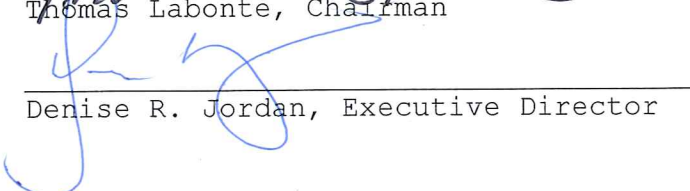
Chairmen Labonte proceeded to Agenda Item H.1. AP Report March 2022 for information purposes.

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 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 4:36 PM.

ATTEST:

  
Thomas Labonte, Chairman

  
Denise R. Jordan, Executive Director



