

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON DECEMBER 20th, 2022

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 Zoom video conference option for public access at 4:00 PM on December 20th, 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

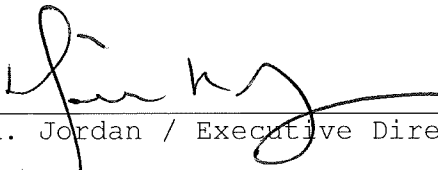
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:00 PM on Tuesday, December 20th, 2022 via Zoom video conference call for public access 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
December 16th, 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 December 16th, 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 4:06PM, and those present upon roll call were as follows:

PRESENT

Thomas Labonte
Willie Thomas
Angela Robles
Raymond Warren
Jessica Quinones (joined at 4:06 pm via Zoom)

ABSENT

ALSO PRESENT

Michele Decoteau
Priscilla Chesky (via Zoom)
Fidan Gousseynoff
Austin Harris

C.1

John Healy
Denise Jordan
Nicole Kane

The Board reviewed the Minutes of November 15th, 2022. With no questions or comments and upon a motion made by Commissioner Thomas, seconded by Commissioner Warren, following a board roll call, it was unanimously

VOTED: to approve the Minutes of November 15th,2022.

Chairman Labonte commenced the Board Meeting with Agenda Item E.1. The HR Director/ Board clerk Fidan Gousseynoff explained that the public was notified about the State and Annual Plan hearing by publishing an ad in the newspaper and posting a notice on the web-site. A copy of both state and federal annual plan was available for public review on the SHA web-site.

Due to not having any public hearing attendants, the Board moved to the next agenda item. Commissioner Robles inquired who put together such a comprehensive plan. Deputy Executive Director Healy explained that the plan was prepared by him, former Executive Department Manager Marieli Roman with an input from the Executive team, Accounting, Applications, District D manager Celina Correa and other departments. In response to Commissioner Warren's question, Mr. Healy presented brief information about the Capital Improvement Plan.

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

VOTED: to adopt resolution # 9768 to approve the FY24 State Annual Plan and to certify compliance with the plan and related regulations

The Board proceeded to the next item on the agenda presented by the Board clerk Fidan Gousseynoff who explained that the plan was drafted, posted and reviewed at the Resident Advisory Board meeting in October in accordance with all HUD requirements. Once the Plan is accepted by the Board, it will be forwarded to the Mayor's office who will be asked to certify its compliance with the City regulations, and after, that, it will be forwarded to HUD for their approval. Upon a motion made by Commissioner Thomas, seconded by Commissioner Warren, it was unanimously and following a board roll call

VOTED: to adopt Resolution # 9769 to approve the SHA FY23 Federal Annual Plan and to certify compliance with the plan and related regulations

The Board proceeded to reviewing item E4. Mr. Healy provided information about the project which will include removing two underground tanks and a smaller tank at Jennie Lane Apartments. He explained that the SHA has not been using those tanks and gas pumps for a long time but keeping them requires going through a mandatory testing, paying insurance in the amount of \$5000 per year and may cause environmental hazards in the future. John Healy stated that ATC helped to come out with a removal plan and preparing

bid requirements. Mr. Warren expressed his hope that this project will be implemented with less problems than another tank removal project the SHA went through years ago. In response to Chairman Labonte's question, Mr. Healy explained that the SHA vehicles are getting filled at the City's yard at Tapley Street.

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

VOTED: to award a contract to Brighter Horizons Environmental of 201 West Main Street of Ayer, MA in the amount of fifty-three thousand five hundred dollars (\$53,500.00), for underground storage tank removal at Jennie Lane garage; appoint Executive Director, Denise R. Jordan as the contracting officer authorizing her to execute the contract.

Chairman proceeded to item E-5. Deputy Healy reminded that the automobile insurance is for all SHA fleet; it gets renewed every year and Arbella Insurance has been the SHA automobile insurance provider for the last 6-7 years. He explained that the price goes up every year for about \$1500 and one of the factors contributing to the increase is that there are new employees. In response to Commissioners Thomas and Labonte's questions, Mr. Healy said that there have not been any major claims and no accidents that required hospitalization. Upon a motion made by Commissioner Warren, seconded by Commissioner Thomas, it was unanimously and following a board roll call

VOTED: to award a contract to Arbella Insurance Group in care of Hub International, 96 Shaker Road East Longmeadow, MA, in the amount of forty-six thousand four hundred and seventy dollars (\$46,470.00) based on a \$1000.00 per occurrence deductible for the coverage period January 1, 2023 through December 31, 2023; appoint Executive Director, Denise Jordan as the contracting officer authorizing her to execute the contract.

Chairman Labonte proceeded to item E-6. Deputy Healy provided brief information about the RFP process and explained that the contract for special laundry services was for the SHA high-rise buildings and other developments for seniors. He said that that for the last 15 years, Automatic Laundry has been providing satisfactory services and upgrading machines every 5 years. Commissioner Quinonez commented that she liked the quality of AL services and there have never been any issues with them. In response to Commissioner Warren's question, Mr. Healy said that the cost of each washer load or dryer load is \$1.25 and 42.6 cents from that amount go to the SHA. Finance Director Decoteau stated that the SHA receives a check for \$24,000 from Automatic Laundry every quarter. Deputy Executive Director Nicole Kane added that the money goes to tenant associations and if there is no tenant association, it's used by the Resident Services staff to provide services or equipment like new benches.

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

VOTED: to award a five-year contract, for the period of January 1, 2023 until December 31, 2028 to Automatic Laundry, 45 Border, St., West

Newton, MA; appoint Executive Director, Denise R. Jordan as the contracting officer authorizing her to execute the contract.

Chairman Labonte proceeded to Item E-7. Deputy Healy apologized for adding this item at the last moment. He provided brief overview of the bidding process and the volume hot water heater replacement project at Pine James Apartments. He explained that one of the heaters had a CO issue and was condemned and it was recommended by the SHA plumbers to replace the existing equipment. In response to Commissioner Thomas's question, Mr. Healy explained how volume hot water systems work.

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

VOTED: to award a contract to Pittsfield Pipers of 73 Fourth Street, Pittsfield, MA in the amount of one hundred twenty-one thousand eight hundred thirty dollars (\$121,830.00), for the replacement of volume hot water heaters at Pine-James Apartments; appoint Executive Director, Denise R. Jordan as the contracting officer authorizing her to execute the contract.

Executive Director Denise R. Jordan reported that the 75th SHA Anniversary was a big success - the event was enjoyed by the staff and the guests and the SHA received compliments from CEO of Baystate and Davis Foundation. Ms. Jordan continued her report by informing that the SHA has been awarded two grants for the total amount of over \$700000 - the ROSS grant will allow to continue funding the ROSS Program at Riverview Apartments and the state grant will continue funding the position of a Resident Service Coordinator at Forest Pak and Morris Apartments. Ms. Jordan informed the Board that the Finance Director Michele Decoteau is retiring and thanked her for over 35 years of service as well for stepping up when the Department was going through challenging times and for bringing it into a good shape. Ms. Jordan stated that she is looking forward to working with Austin Harris who will be leading the Department and will be working with the fee accountant Mike Guyder to adjust to Ms. Decoteau's retirement. Executive Director Jordan continued her report by informing that Marieli Roman has been rehired as a part-time employee to provide assistance with hearings and other tasks. The Board was informed about that the SHA in the person of Ms. Jordan has joined the State Broadband Institute and will continue working with it and with another broadband grant program led by Baystate to bring wi-fi to the SHA Community Rooms. Ms. Jordan completed her report by notifying the Board that the labor negotiations were completed.

Chairman Labonte thanked Michele Decoteau for her service and for successfully leading the Department. He expressed his confidence that the Ms. Decoteau is leaving Finance / Accounting Department in good hands.

Chairman Labonte proceeded to Agenda Item H.1-1 - the AP Reports for December 2022. This Agenda item is for information purposes and there were no questions or discussion.

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

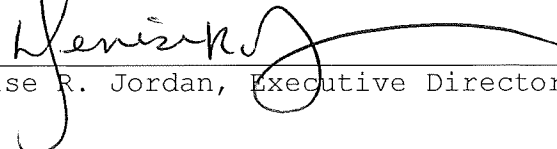
VOTED: to enter into Executive Session to discuss strategy with respect to the purchase, exchange, lease or value of real property and not to return to Open Session.

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 Robles and following a board roll call, it was unanimously

VOTED: to adjourn the Open Session of the Regular Meeting of the Springfield Housing Authority at 4:28 PM.

ATTEST:


Thomas Labonte, Chairman


Denise R. Jordan, Executive Director

