

MINUTES OF A REGULAR MEETING  
- OPEN SESSION -  
OF THE SPRINGFIELD HOUSING AUTHORITY  
HELD ON AUGUST 15th, 2023

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 August 15th, 2023.

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

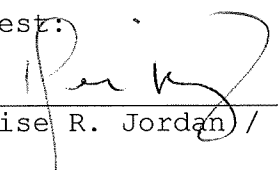
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:00 PM on Tuesday, August 15th, 2023 via Zoom video conference call for public access and at the Conference Room of the Springfield Housing Authority at 60 Congress St., Springfield, Massachusetts.

SPRINGFIELD HOUSING AUTHORITY  
/s/Denise R. Jordan, Executive Director  
August 11<sup>th</sup>, 2023

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 August 11<sup>th</sup>, 2023, 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 4:00 PM, and those present upon roll call were as follows:

PRESENT

Thomas Labonte  
Jessica Quinones  
Angela Robles  
Raymond Warren

ABSENT

Willie Thomas

ALSO PRESENT

Santina Chiusano  
Nelmarie Core  
Fidan Gousseynoff  
Austin Harris  
John Healy (arrived at 4:12 pm)

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Denise Jordan  
Jimmy Mitchell  
Carielys Sanchez  
Kayla Staley  
Patricia Staley  
Pam Wells (attended via Zoom)

The Board reviewed the Minutes of June 20<sup>th</sup>, 2023. With no questions or comments and upon a motion made by Commissioner Quinonez, seconded by Commissioner Robles and following a board roll call, it was by unanimously

VOTED: to approve the Minutes of June 20<sup>th</sup>, 2023.

Executive Director Jordan presented two winners of the 2023 Farris Mitchel Scholarship: Kayla Staley who has been accepted to UMass in Amherst, University of Hartford, WNE and Susquehanna University with the average GPA of 4.1 and Carielys Sanchez who was accepted to UMass, WNE, Springfield College, STCC and University of Buffalo with the average GPA of 4.1. Both recipients are students at the Springfield Conservatory of Arts. Ms. Staley will be pursuing BA degree in jazz and African-American music studies at UMass; she was also a 2022 recipient of the Ahadi award given out by the Springfield Museums to young African Americans who excel in academics and community service. Ms. Sanchez will be studying English and Astronomy at WNEC. Both recipients received a check from the SHA in the amount of \$1,000.

Jimmy Mitchell provided brief information about the scholarship that is named after his father, a former resident at Riverview.

Santina Chiusano, Nelmarie Core, Jimmy Mitchell, Carielys Sanchez, Kayla Staley and Patricia Staley left the Conference Room at 4:10 pm.

The Board reviewed the materials and a recommendation to accept the CDBG grant from the City of Springfield to fund the Youth program at Duggan Apartments. Director of Resident Services Pam Wells provided brief information about the program which in the last 12 months served 30-35 teens.

John Healy entered the Conference Room at 4:14 pm.

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

VOTED: to accept the 2023-2024 Community Development Block Grant in the amount of \$13,000 for the Duggan Youth Program and authorize Executive Director Denise R. Jordan to sign the contract with the City of Springfield.

Pam Wells left the Conference Room at 4:15 pm.

The Board reviewed materials and a recommendation to approve change order #6 for the elevator project at Riverview Apartments. Deputy Healy explained that during the project implementation, it was discovered that the main

distribution panel did not have enough space to support new equipment and needs to be replaced to handle the electrical load to be in compliance with the code. The job was done by Schmitt Electric and for the next phase, the upgrades will be done by the SHA Electricians.

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

VOTED: to approve Contract Change Order no. 6 in the amount of thirty-seven thousand eight hundred thirty-four dollars and seventy cents (\$37,834.70) to contract # 35-C-2022-2-1 with Inglewood Development. This will increase the contract amount from two million nine hundred ninety-six thousand seventy-six dollars (\$2,996,076.18) to three million thirty-three thousand nine hundred ten dollars and eighty-eight cents (3,033,910.88).

Presenting the next agenda item, Deputy Healy explained that the proposed contract award is for replacing windows at duplexes at Scattered sites, project 705-1 and the funds to be used are from the money saved after the tornado.

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

VOTED: to award a contract to Aegean Builders LLC 131 Johnson Rd. Winchester, MA 01890, in the amount of three hundred six-thousand dollars (\$306,000.00), awarding a contract for the 705-1 Window Replacement Project; appoint Executive Director, Denise R. Jordan as the contracting officer authorizing her to execute the contract.

John Healy requested the Board to authorize the SHA to dispose / sell five vehicles and one utility trailer. The vehicles have been a part of the SHA fleet since 2004. The trailer has been stored in the garage and used by maintenance employees across the agency for cleaning leaves. All vehicles are obsolete with a lot of wear and tear and high mileage and with the Board's permission, the SHA is planning to sell them through advertising.

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

VOTED: to adopt Resolution #9781 to authorize the SHA staff to dispose/sell 5 vehicles and one utility trailer in accordance with Section 8 of the SHA Procurement Policy and to authorize the Executive Director, Denise R Jordan, to complete the sale of each vehicle to the highest bidder.

John Healy provided brief information about the next agenda item - purchasing new vehicles for SHA fleet to assist SHA maintenance staff, especially to transport bulk and heavy items as well as with snow removal. One new truck will serve the District C and will be equipped with a plow and the second vehicle will be equipped with a dump body and will be used across the agency.

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

VOTED: to award a contract to Marcotte Ford of 1025 Main Street Holyoke, MA to purchase a 2023 F-250 pickup with plow and a 2024 f-550 with a dump body and plow for one hundred forty-six thousand twenty-five dollars (\$146,025.00).

Interim Finance Director Austin Harris presented the next two items on the agenda. He reminded that earlier this year the Board was provided with signed certifications from the managers regarding lead-based paint notification laws and requested the Board to now adopt a resolution to be submitted to EOHLIC.

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

VOTED: to adopt Resolution # 9782 to certify that the Springfield Housing Authority is in compliance with the state and federal lead-based paint notification laws and to submit to the Executive Office of Housing and Livable Communities the certification signed by all Board members.

The Board reviewed the request to certify the SHA's Top 5 Compensation Form, Financial Statements and Tenants Accounts Receivable Data. In response to Commissioner Labonte's question, Mr. Harris and Mr. Healy explained that the high compensation for the foreman listed on the form was due to the District he got assigned to being short staffed, behind and preparing for REAC, and all that required a lot of overtime to catch up and bring things to order. In response to Commissioner Warren's question about expenses for some accounts exceeding the revenue, Mr. Harris explained that some programs can't afford to fund themselves but the overall financial situation looks good.

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

VOTED: to adopt Resolution #9783 to certify the Springfield Housing Authority's top 5 Compensation Form and Year End Financial Statements and Tenants Accounts Receivable data for FY2023 and to submit the signed certification forms to the Executive Office of Housing and Livable Communities.

Denise Jordan presented her Executive Director's report. She informed about Eduardo Diaz and Howard Coro's retirements; attending the Sheriff's Workforce Meeting, the Chamber of Commerce meeting and about an incident with a resident from one of the state developments who crossed the boundaries. Ms. Jordan reported about the HUD's Regional Director, Juana Matias's visit to the SHA on August 9<sup>th</sup>. Ms. Matias met with Ms. Jordan and her deputies, toured District B, met with the Property Manager, foreman, the Resident Services Director and the Resident Services Coordinators who provided her with the information about programs offered by the SHA to its residents.

In response to Commissioner Warren's question Deputy Healy explained the staffing situation in his Department after Mr. Coro's retirement.

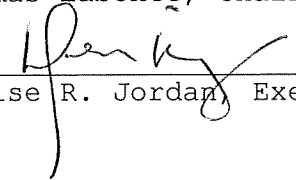
The Board accepted the Accounts Payable report for the months of June and July.

There being no further business to come before the members of the Springfield Housing Authority Board, upon a motion made by Commissioner Quinonez, 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 4:56 PM.

ATTEST:

  
Thomas Labonte, Chairman

  
Denise R. Jordan, Executive Director

