

MINUTES OF THE REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON FEBRUARY 20th, 2024

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 February 20th, 2024.

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

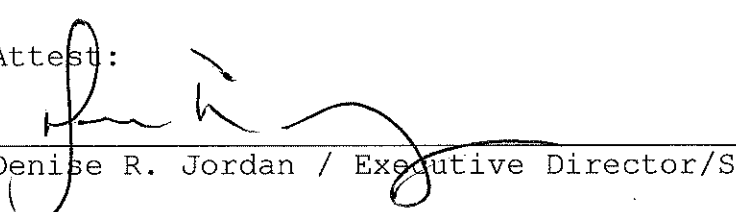
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:00 PM on Tuesday, February 20th, 2024 via Zoom video conference call for public access 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
February 15th, 2024

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 February 15th, 2024, 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
Willie Thomas
Raymond Warren

ABSENT

ALSO PRESENT

Fidan Gousseynoff
Austin Harris
John Healy
Denise Jordan

The Board reviewed the Minutes of January 16th, 2024. With no questions or comments and upon a motion made by Commissioner Thomas, seconded by Commissioner Quinonez and following a board roll call, it was unanimously

VOTED: to approve the Minutes of January 16th, 2024.

Executive Director Denise Jordan presented the 1st item on the agenda and provided brief information about the bidding process for architectural and engineering services for several projects.

John Healy entered the Conference Room at 4:03 pm.

In response to Commissioner Labonte's question, Mr. Healy stated that the project budget is \$200,000 and the SHA is looking for a permission to negotiate. Commissioner Thomas inquired about the time-line and John Healy responded that it is expected that in April the Board will be provided with an update.

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

VOTED: to allow the SHA staff to negotiate a contract to provide design/bid documents and contract Administration with Architectural Solutions for a Comprehensive Modernization Project that includes Fire Alarm Upgrades at 9 properties, Furnace Replacements at Pendleton Apartments, Exterior Power Washing/Re-Painting at Tri-Towers Apartments, and Ventilation Duct Cleaning at Sullivan Apartments; appoint Executive Director, Denise R. Jordan, as the Contracting Officer authorizing her to execute the contract.

The Board reviewed materials and a recommendation to award a contract for architectural and engineering services for windows replacement at Gentile Apartments. John Healy explained that the project is funded by ARPA money received from the City. Denise Jordan stated that the money was awarded in May of 2022 and it took a lot of time and efforts to collect all required paperwork to get the funds. Mr. Healy explained that the project will incur extra expenses because the plan is to change sliding windows to double hung windows which requires some design work. He stated that the current windows are not efficient

and hard to operate for seniors and the project will help the SHA to improve its REAC score. Ms. Jordan added that the SHA has been losing a lot of points because of the blocked egress and window Air Conditioners. Deputy Healy expressed his hope that he would be able to return to the Board with the bid information by June. In response to Commissioner Robles's question, he confirmed that the ARPA funds will cover both the design services and windows replacement.

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

VOTED: to allow the SHA staff to negotiate a contract to provide design/bid documents and contract Administration with Architectural Solutions for the Gentile Window Replacement project; appoint Executive Director, Denise R. Jordan, as the Contracting Officer authorizing her to execute the contract.

Deputy Healy presented next item on the agenda and demonstrated pictures of the completed work at Bay and Sherman. The project included repairing, repainting, sandblasting of stairs, decking, railings that were damaged and rotten, also repairing the structural steel elements and basement stairwell. In response to Commissioner Thomas' question, he responded that the repairs should last for 20 years depending on the weather and how much salt and sand is used for snow removal.

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

VOTED: to accept the Certificate of Substantial Completion from Diversified Construction Services for the Ashley-Gerrish and Bay-Sherman Metal Deck and Stair Replacement, here by accepting the project as substantially complete as of January 23, 2024 and release final payment once the punch list items are completed.

Moving to the next item on the agenda, John Healy informed the Board that the site improvements project at Moxon Apartment is now substantially completed, including work on drainage and catch basins, walkway to the office, handicap ramp, porch in front of the management office, stairs, railings and creating an extra parking space next to the maintenance shop. Landscaping work will be completed when the weather gets better. In response to Commissioner Warren's question, Mr. Healy said that the project was design by a civil engineer.

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

VOTED: to accept the Certificate of Substantial Completion from JL Construction Corp. for the Site Improvements at Moxon

Apartments, here by accepting the project as substantially complete as of January 24, 2024 and release final payment once the punch list items are completed.

Deputy Healy provided a brief overview of the Intercom Replacement project at Tri-Towers. He explained that old intercoms were not working properly, causing a lot of inconveniences to the tenants and staff. The new system will provide more safety and better communication with the visitors - the picture quality is very good, there is no need to use a TV in apartments to see who is ringing the doorbell downstairs. The project also included installing new handicap door buttons, access for the mailman, removing peeling paint and other front lobby renovations. In response to Commissioner Warren's question, Mr. Healy explained how the equipment is protected against vandalism.

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

VOTED: to accept the Certificate of Substantial Completion from Diversified Construction Services for the Intercom Replacement/Front Lobby Renovations at Tri-Towers, here by accepting the project as substantially complete as of January 18, 2024 and release final payment once the punch list items are completed.

The Board reviewed materials and a recommendation to award a contract for the boiler replacement project at Sullivan to Pittsfield Pipers. Deputy Healy told that the SHA had to bid twice - after 1st bids from general contractors came out high, it was decided to bid directly to HVAC vendors. The company that submitted the lowest bid successfully completed a small project for SHA at Pine James apartments some time ago and the experience working with them was positive.

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

VOTED: to Award a Contract to Pittsfield Pipers, of 73 Fourth Street Pittsfield, MA 01201, in the amount of Seven Hundred Ninety-Thousand Eight Hundred Dollars (\$790,800.00), for the Boiler Replacement Project at Sullivan Apartments; appoint Executive Director, Denise R. Jordan as the Contracting Officer authorizing her to execute the contract.

The Board reviewed materials and a recommendation to purchase a new Ford truck from Marcotte Ford. Deputy Healy informed the new vehicle comes with shelving and storage upfit and will be used by a new Plumber who will be starting soon. In response to Chairman Labonte's question, Mr. Healy informed that it will take about 2 weeks to receive the truck.

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

VOTED: to award a purchase order to Marcotte Ford of 1025 Main Street Holyoke, MA to purchase a 2023 Ford Transit 250 Van with shelving and storage upfit for Fifty-Nine Thousand Eight Hundred Seventy Five Dollars (\$59,875.00).

Denise Jordan started her Executive Director's report by informing the Board that the SHA continues to deal with software and staffing issues in the RAO Office as well as working with the Section 8 staff on the corrective action plan and a meeting with HUD will be held soon to discuss current status/progress. Ms. Jordan notified the Board that the RAO office was closed for four business days due to reported air quality issues but the air quality test conducted by the landlord came back normal. The staff returned to the office. Ms. Jordan informed the Board that she continues to meet with Yarsi reps and the Fee Accountant to address ongoing Yardi issues. Ms. Jordan provided brief information about her participation in the Sheriffs Workforce Development Initiative, the National Housing Solutions Group, the Digital Equity Board and attending meetings with the Western Massachusetts delegation representing local housing authorities. Ms. Jordan informed the Board that she was recently asked to join the statewide Gateway City Housing Advisory Council, providing an LHA perspective when applicable.

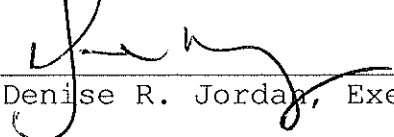
The Board accepted the Accounts Payable report for the month of January.

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 the Regular Meeting of the Springfield Housing Authority at 4:40 PM.

ATTEST:


Thomas Labonte, Chairman


Denise R. Jordan, Executive Director

