

MINUTES OF THE REGULAR MEETING  
- OPEN SESSION -  
OF THE SPRINGFIELD HOUSING AUTHORITY  
HELD ON MARCH 18<sup>th</sup>, 2025

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 at 4:00 PM on March 18<sup>th</sup>, 2025.

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

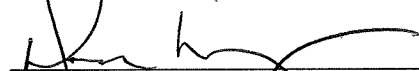
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:00 PM on Tuesday, March 18<sup>th</sup>, 2025 at the Conference Room of the Springfield Housing Authority at 60 Congress St., Springfield, Massachusetts.

SPRINGFIELD HOUSING AUTHORITY  
/s/Denise R. Jordan, Executive Director  
March 14<sup>th</sup>, 2025

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 March 14<sup>th</sup>, 2025, 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

Prsicilla Chesky  
Fidan Gousseynoff  
Austin Harris  
John Healy  
Denise Jordan

Nicole Kane

The Board reviewed the Minutes of February 18<sup>th</sup>, 2025. With no questions or comments and upon a motion made by Commissioner Robles, seconded by Commissioner Quinonez and following a board roll call, it was by a majority vote (Commissioner Warren abstained)

VOTED: to approve the Minutes of February 18<sup>th</sup>, 2025.

HR Director and Executive Department Manager Fidan Gousseynoff presented the 1<sup>st</sup> item in the New Business. She explained that as per the HUD's recommendation, the SHA's Records keeping Policy that was adopted by the Board last fall, needs to be amended by adding more specific language about retaining period for certain types of records, including form HUD-5058. Mrs. Gousseynoff explained that the SHA will still follow the Secretary of State's retaining schedule.

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

VOTED: to adopt Resolution #9828 to adopt the amended SHA's Recordkeeping policy.

The Board reviewed materials and recommendation to adopt SHA's Fair Housing Marketing Plan and the Affirmative Action Goal to be in compliance with the State's requirements to use CHAMP. Deputy Executive Director Nicole Kane stated that the Plan is required to be initiated if: SHA has any minority group among its tenant population that is significantly below the percentage for the minority group in the City of Springfield; if in the general population in Hamden County or if the waiting list is less than the number of applicants anticipated to be placed in the next 12 months; if its accepting applications for new programs or if units or if the overall minority household population is less than SHA's Affirmative Action Goal. Mrs. Kane referred to page 3 of the Plan that showed that SHA's numbers for minority groups are higher than the numbers for the City of Springfield.

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

VOTED: to adopt Resolution #9829 to adopt Fair Housing Marketing Plan and the Affirmative Action Goal.

Deputy Executive Director John Healy presented the next item on the agenda requesting Board's approval to accept the Certificate of Substantial completion from Drizos Contracting for the window replacement project at Gentile. Mr. Healy stated that the project funded by ARPA project went very smooth, the workmanship was very great, there were no HAZMAT issues and the residents provided a lot of positive feedback. Denise Jordan added that unlike old sliding windows, these new windows will help to eliminate a lot of health and safety deficiencies such as blocked egress due to window ACs.

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

VOTED: to accept the Certificate of Substantial Completion from Drizos Contracting LLC, for the Window Replacement project for Gentile

Apartments, here by accepting the project as substantially complete as of February 10, 2025 and release final payment.

Deputy Healy presented the next item on the agenda - awarding a contract for boiler replacement for 50 multi-family units at Reed Village. He stated that as a part of the Energy Performance Contract, 150 boilers have been replaced and 8 more boilers are remaining at 50 state Section 8 units at Reed Village and those boilers are in a bad condition causing a lot of issues. Mr. Healy explained that he had to post the RFP for this project three times due to receiving high bids. He confirmed that the funds are available and are being moved from another program. He provided a positive feedback to the vendor that will be implementing the project.

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

VOTED: to award a Contract to RISE Group Inc., of 195 Frances Avenue, Cranston, RI, in the amount of Four Hundred Ninety-Five Thousand Dollars (\$495,000.00), for the Boiler Replacement Project at Reed Village (50 Multi-Family Units); appoint Executive Director, Denise R. Jordan as the Contracting Officer authorizing her to execute the contract.

Finance Director Austin Harris provided brief overview of the FY26 Operating Budget. He explained that a lot of costs are hard to predict but it is expected that the cost of benefits, salaries, and utilities will increase and there will be a substantial increase in the cost of retirement benefits. Anticipated income is around \$34 mln.

Commissioner Warren expressed his appreciation for using a new format for the budget and inquired if any potential adjustments to the workforce composition are reflected in the budget. Mr. Harris responded that the budget includes all unfilled positions.

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

VOTED: to adopt Resolution #9830 to approve Fiscal Year 2026 Operating Budget

Finance Director Harris provided brief information about the next item on the agenda and explained that a formal Board approval is required to submit Budget Certificates to the State.

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

VOTED: to adopt Resolution #9831 to approve the submission to the Executive Office of Housing and Livable Communities of the state budget certification for fiscal year ending 3/31/2026 for the following programs: MRVP, 400-1, and 689-C

The Board reviewed materials and a recommendation to adopt SHA's Reasonable Accommodation Policy which was another requirement for using State Centralized Waiting List. In response to Commissioner Warren question, General Counsel Chesky stated that the demand for Reasonable Accommodation

is very high and the number of RA requests keeps growing. Chairman Labonte inquired who responds to RA requests and Attorney Chesky stated that there is a designated SHA employee who deals with processing all requests and keeping track of them. Attorney Chesky stated that there is a lot of requests that are pending, some get denied and appealed to the SHA or to MCAD. In response to Commissioner Warren's question, Mrs. Chesky stated that increase in RA requests is a very widespread phenomenon and recently, there was a claim filed by the Community Legal Aid against Chicopee Housing Authority for failing to accommodate tenants with disability. Referring to a claim filed by a tenant with a disability against SHA several years ago, Attorney Chesky confirmed that there is a much better system in place now for processing RA requests on a timely manner.

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

VOTED: to adopt Resolution #9832 to adopt the SHA's Reasonable Accommodation policy

Executive Director Jordan stated that no ED report has been prepared due to the fact that she was not expected to attend the meeting due to another commitment that got moved to another date last moment. Ms. Jordan reported that at the next meeting, the staff will be presenting reports in a new format as requested by Commissioner Warren and other Board members. Ms. Jordan told about attending a Nelrod Conference that turned out to be a very efficient and informative event. The information shared by other Executive Directors attending the conference showed that the problems that the SHA has been dealing with are not unique.

Finance Director Harris confirmed that all required statements and reports have been submitted to HUD and the State, the balances were transferred from Yardi to PHA-Webb and the agency is preparing to the fiscal year end process. He added that the Fee Accountant is pretty happy about all the progress.

Denise Jordan expressed her gratitude to the SHA staff, including Deputy Healy, Deputy Kane, Applications manager Banks, RAO Director Berrios, HR Director Gousseynoff, IT Director Ethier and General Counsel Chesky for all their work and efforts on meeting the HUD and EOHLC requirements and resolving all the issues that caused trouble designation. In response to Commissioner Labonte's question, Ms. Jordan confirmed that all required responses have been provided to HUD.

Executive Director Jordan informed the Board about the Staff Appreciation Day scheduled for May 16<sup>th</sup>.

Chairman Labonte informed the Board that the April Board meeting has been moved to April 29<sup>th</sup>.

The Board accepted the Capital Improvement Report and Accounts Payable Report for the month of February.

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

VOTED: to enter into Executive Session to negotiate Contract with non-union personnel and return to Open Session.

The Board returned to the Open Session at 4:49 pm.

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

VOTED: to

- Approve the Contract between the Springfield Housing Authority and its Executive Director Denise R. Jordan for the period of 04/01/2025 - 03/31/2028, subject to review and written approval of EOHLC;

- Authorize Board Chairman Labonte to sign the Executive Director Salary Calculation Worksheet and the Mandatory Contract Cover Sheet;

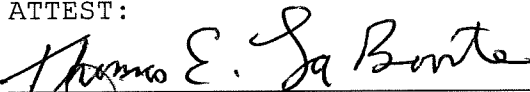
- Authorize Board Chairman Labonte and Commissioner Warren to sign the contract

Denise Jordan thanked the Board for renewing her Contract. Commissioner Quinonez thanked Ms. Jordan for her service.

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 the Regular Meeting of the Springfield Housing Authority at 4:52 PM.

ATTEST:



Thomas Labonte, Chairman



Denise R. Jordan, Executive Director

