

**REGULAR BOARD MEETING  
APRIL 6, 2017**

The undersigned being all members of the Holyoke Housing Authority under the Laws of Massachusetts, assent and agree the Regular Board Meeting of the Authority shall be held at Falcetti Towers, 475 Maple Street, Holyoke, Massachusetts on Thursday, April 6 at 6:00 pm.

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**NOTICE OF REGULAR BOARD MEETING**

Notice is hereby given in accordance with SECTIONS 18-25 OF MGL CHAPTER 30A OF THE GENERAL LAWS THAT a Meeting of the members of the Holyoke Housing Authority will be held at 6:00pm at 475 Maple Street, Holyoke, Massachusetts on April 6, 2017.

Holyoke Housing Authority

BY: \_\_\_\_\_  
Matthew A. Mainville, Secretary

**CERTIFICATE AS TO SERVICE OF NOTICE OF REGULAR MEETING**

I, Matthew A. Mainville, the duly appointed and qualified and acting Secretary of the Holyoke Housing Authority, do hereby certify that on March 30, 2017 I hereunto set my hand this thirtieth day of March, 2017.

\_\_\_\_\_  
Matthew A. Mainville, Secretary

**Present and voting:**

Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Timothy W. Purington	Yes
Aaron W. Wilson	Yes

**Absent:**

Theresa Cooper-Gordon

**Staff Present:**

Brian Burbank	Janara Healy
Katherine Barz	Nick Ottomaniello
Anne Darcy	Matthew Mainville
Misamaris Semprit	Marc Ruell
Julie Gardner	Donna Wagner

**VISITORS PRESENT:**

**Counsel Present:** Priscilla Chesky

Meeting was called to order at 6:00pm by Vice Chair Falcetti. The Vice Chair thanked everyone for their attendance. The Executive Director Matthew Mainville gave a brief outline of the meeting, then moved to begin the meeting.

**MINUTES of March 9, 2017**

**MOTION**

**17-013**

On a motion by Commissioner Sanabria and seconded by Commissioner Wilson, the Board approved the minutes of March 9, 2017 as written. The Board voted in favor of this motion:

**Present and voting:**

Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Timothy W. Purington	Yes
Aaron W. Wilson	Yes

**Absent:**

Theresa Cooper-Gordon

**Federal Tenant Accounts Receivable Write-Offs**

Every quarter the HHA team, along with our attorney Priscilla Chesky, reviews accounts that should be written off. There are federal write-offs in the amount of \$2,618.06 for the first quarter 2017. As back up, a report was provided to the Board outlining the write offs.

**Discussion**

The Executive Director explained the cause of the write offs, which are less than 1% of the rent roll – well below industry standard. There were physical evictions at Toepfert and Lyman Terrace comprising the majority of the write-offs. There was also a tenant move out without notice at Zielinski Apartments. Vice Chair Falcetti asked what drove the cost of Toepfert and Lyman evictions. It was explained that both tenants tried to stop the eviction process at the last minute. In both cases the movers were already at one property and had to wait for the judge to make his/her decision. These costs exacerbated the arrearage by adding movers and Sheriffs fees. Further questions arose regarding the tenants stopping evictions. In response, Attorney Chesky explained that tenants do commonly try and stop evictions. When the judge denies the motion usually people will move on their own before the sheriff comes and in that case it is only a small charge to change the lock. Even though the court has given us the right to

evict they still have the right to go down and file a motion to stop the physical eviction and plead their case to the judge. If the tenant goes to the judge within 48 before the eviction day and the judge grants their motion they are not required to pay the movers fees only the sheriff fees. But if they go to the court to file a motion on the same day then they will be responsible for repaying the HHA \$200.00 for movers and \$240.00 for the Sheriff for a total of \$440.00 that the HHA incurs as part of the eviction process on top of whatever rent they owe the HHA. Tenants evicted from Public Housing do not qualify for any type of public housing until the debt is paid and such debts are tracked through a national database.

## **MOTION**

### **17-014**

On a motion by Commissioner Wilson and seconded by Seconded by Vice Chair Falcetti, the Board moved to approve write-offs for Federal Accounts Receivable in the amount of \$2,618.06. The Board voted in favor of this motion:

#### **Present and voting:**

Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Timothy W. Purington	Yes
Aaron W. Wilson	Yes

#### **Absent:**

Theresa Cooper-Gordon

## **Request for Proposals (RFP) for Banking Proposals**

Recent changes in governmental regulations eliminated the exemption for compensating balance agreements related to banking services under Section 1(b) (23) of Chapter 30B. The HHA would like to issue a Request for Proposal (RFP) solicitation for a five (5) year agreement. In order to do so a Board Resolution is in order.

## **MOTION**

### **17-015**

On a motion by Vice Chair Falcetti and seconded by Commissioner Sanabria, the Board to approve the issuance of a Request for Proposal (RFP) solicitation for a five (5) year compensating balance banking agreement. The Board voted in favor of this motion:

#### **Present and voting:**

Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Timothy W. Purington	Yes
Aaron Wilson	Yes

#### **Absent:**

Theresa Cooper-Gordon:

## **Adoption and Approval of Amended Administrative Plan**

As part of our Moving to Work (MTW) designation, as well as changes in HUD regulations, the Authority needed to update the Administrative Plan. In order to adopt and approve the Administrative Plan, a Board Resolution is required. The Board received a copy of the changes necessary to update the Administrative plan.

### **Discussion**

Executive Director explained HUD has changed their regulations and in turn we at that HHA must update our Administrative Plan to reflect these changes. With the help of Edgemere, Nick Ottomaniello, Director of Leased Housing, and Justine Sabbs, MTW Coordinator, went through and updated the entire Administrative Plan. Vice Chair Falcetti explained that the fact is we do not need to approve the regulations; these come from HUD; HUD has made these changes. Once approved, the Administrative Plan will be uploaded to the HHA website and will also go out for public comment as well.

### **MOTION**

#### **17-016**

On a motion by Vice Chair Falcetti and seconded by Commissioner Sanabria, the Board voted to approve the revised Administrative Plan. The Board voted in favor of this motion:

#### **Present and voting:**

Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Timothy W. Purington	Yes
Aaron W. Wilson	Yes

#### **Absent:**

Theresa Cooper-Gordon:

### **MOTION**

#### **17-017**

On a motion by Commissioner Sanabria and seconded by Vice Chair Falcetti, the Board voted to adjourn into Executive Session at 6:36pm, for the purpose of discussing land acquisition. The Board voted in favor of this motion:

#### **Present and voting:**

Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Timothy W. Purington	Yes
Aaron W. Wilson	Yes

#### **Absent:**

Theresa Cooper-Gordon:

### **ROLL CALL:**

#### **Present and voting:**

Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Timothy W. Purington	Yes
Aaron W. Wilson	Yes

#### **Absent:**

Theresa Cooper-Gordon: