

**SPECIAL BOARD MEETING  
February 15, 2018**

The undersigned being all members of the Holyoke Housing Authority under the Laws of Massachusetts, assent and agree the Special Board Meeting of the Authority was held at Falcetti Towers, 475 Maple Street, Holyoke, Massachusetts on Thursday, February 15, 2018 at 6:00 pm.

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NOTICE OF SPECIAL BOARD MEETING

Notice was 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 was held at 6:00pm at 475 Maple Street, Holyoke, Massachusetts February 15, 2018.

Holyoke Housing Authority

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

CERTIFICATE AS TO SERVICE OF NOTICE OF SPECIAL MEETING

I, Matthew A. Mainville, the duly appointed and qualified and acting Secretary of the Holyoke Housing Authority, do hereby certify that on February 15, 2018 I hereunto set my hand this fifteenth day of January 2018.

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

**Present and voting:**

Theresa Cooper-Gordon	Yes
Aaron W. Wilson	Yes
Marilyn Sanabria	Yes

**Absent:**

Timothy W. Purington  
Michael Falcetti

**Staff Present:**

Brian Burbank	Janara Healy
Katherine Barz	Nicholas Ottomaniello
Anne Darcy	Matthew Mainville
Donna Wagner	Marc Ruell
Beverly Savage	Misamaris Sempritt

**VISITORS PRESENT:**

**Counsel Present:** Priscilla Chesky

Meeting was called to order at 6:00pm by the Chair, Executive Director asked for a motion to approve December 7, 2017 Board Meeting Minutes.

**Minutes of December 7, 2017**

**Motion 17 -079**

On a motion by Commissioner Sanabria and seconded by Commissioner Wilson, the Board approved the minutes of December 7, 2017 as written. The Board voted in favor of this motion.

**Present and Voting:**

Theresa Cooper-Gordon	Yes
Aaron W. Wilson	Yes
Marilyn Sanabria	Yes

**Absent:**

Michael Falcetti  
Timothy W. Purington

The Executive Director greeted everyone with Happy New Year 2018 and thanked Mark Ruell and maintenance staff for snow removal during the Holidays. Roads were open and sidewalks were cleared.

**Adoption and Approval of Amended Admissions & Continued Occupancy Plan (ACOP)**

As part of our Moving to Work (MTW) designation, as well as changes in HUD regulations, the Authority needs to update our Admissions & Occupancy Plan (ACOP) The Plan was available for Public Comment for 45 days and a hearing was subsequently conducted to address any questions or concerns. In order to adopt and approve the Admissions & Continued Occupancy Plan (ACOP), a Board Resolution is required.

Executive Director stated we had a lot of policies but this codified them into one document. This did go out for Public Hearing per regulation. All Admissions and Occupancy information is now centralized in one document. This document will be updated as necessary.

Chair Cooper-Gordon went through the ACOP document and she said it reads easily, is clear and done very well. Commissioner Wilson also complimented the ACOP document. Executive Director stated if HUD came in and needed information on different policies they would be able to get the information in one complete document that is user friendly. Commissioner Sanabria commented this information is beneficial, and also asked if it could be translated. Executive Director will look into translation.

**Motion**

**17-080**

On a motion made by Commissioner Wilson and seconded by Chair Cooper-Gordon the Board voted to approve the revised Admissions & Occupancy Plan (ACOP) to include HUD mandated changes and our Moving-to Work Demonstration (MTW) initiatives. The Board voted in favor of this motion.

**Present and Voting:**

Theresa Cooper-Gordon  
Aaron W. Wilson  
Marilyn Sanabria

**Absent:**

Michael Falcetti  
Timothy W. Purington

**Amendment to the Contract for Financial Assistance**

The Holyoke Housing Authority is in receipt of DHCD's Amendment #8 to the Contract for Financial Assistance, Capital Improvement Work Plan 5001 in the amount of \$118,617.52 which requires board approval. This amendment funds the Authority FY2020 formula funding, expended FY2017 extraordinary maintenance, and electronic bidding rebates.

There is an annual process for receiving money from DHCD for capital improvements that Janara does a really good job in planning and administering.

**Motion**

**17-081**

On a motion by Commissioner Wilson and seconded by Chair Cooper-Gordon, The Board voted to approve amendment #8 to the Contract for Financial Assistance, Capital Improvement Work Plan 5001 in the amount of \$118,617.52. The Board voted in favor of this motion.

**Present and Voting:**

Theresa Cooper-Gordon  
Aaron W. Wilson  
Marilyn Sanabria

**Absent:**

Michael Falcetti  
Timothy W. Purington

**Approval of Federal Tenant Accounts Receivable Write-Offs for Fourth Quarter 2017**

The Property Management Team, along with legal counsel Priscilla Chesky and Anne Darcy Assistant Executive Director, recommend that we write off as uncollectible accounts, the amount of \$2,475.03. These accounts were from tenants who moved out, were evicted, or died during occupancy in the fourth quarter of FY 2017.

The Executive Director asked the Board approval to write-off \$2,475.03. This information is sent to the Board members quarterly. Backup is attached and Misamaris is present to answer any questions.

In 2016 there was a total of \$17,101.00 in write-offs and in 2017 a total of \$8,283.05 in write-offs which is an improvement. This amount does not reflect pending write-offs which might be a larger amount.  
Bd January 11, 2018

Commissioner Sanabria asked what does court case took possession mean. This means physical eviction.

**Motion**

**17-082**

On a motion by Commissioner Wilson and seconded by Chair Cooper-Gordon. The Board voted to write off \$2,475.03 in Federal Tenant Accounts Receivable. The Board in favor of this motion.

**Present and Voting:**

Theresa Cooper-Gordon  
Aaron W. Wilson  
Marilyn Sanabria

**Absent:**

Michael Falcetti  
Timothy W. Purington

**Motion**

**17-083**

On a motion by Commissioner Wilson and seconded by Chair Cooper-Gordon, the Board voted to adjourn at 6:18pm. The Board voted in favor of this motion.

**Present and Voting:**

Theresa Cooper-Gordon  
Aaron W. Wilson  
Marilyn Sanabria

**Absent:**

Michael Falcetti  
Timothy W. Purington

**Roll Call**

Theresa Cooper-Gordon  
Aaron W. Wilson  
Marilyn Sanabria

**Absent:**

Michael Falcetti  
Timothy W. Purington