

REGULAR BOARD MEETING
May 4, 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, May 4th 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 June 1, 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 April 26, 2017 I hereunto set my hand this twenty-sixth day of, April 2017.

Matthew A. Mainville, Secretary

Present and voting:

Theresa Cooper-Gordon	
Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Timothy W. Purington	Yes
Aaron W. Wilson	Yes

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 6:05pm by Chair Cooper-Gordon. The Chair thanked everyone for their attendance. We will begin our Regular Board Meeting and then move into our Annual Board Meeting. Chair Cooper-Gordon then handed the meeting over to the Executive Director Matthew Mainville. Mr. Mainville gave a brief outline of the meeting, then moved to begin the meeting.

MINUTES of April 6, 2017

MOTION

17-018

On a motion by Commissioner Sanabria and seconded by Vice Chair Falcetti, the Board approved the minutes of April 6, 2017 as written. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon	Yes
Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Timothy W. Purington	Yes
Aaron W. Wilson	Yes

Beech Street Contract Close-out

As part of the HHA ongoing modernization program the HHA determined the kitchens at Beech Street needed updating. To that end the HHA undertook the modernization of kitchens at Beech Street properties. Work has been completed and has been approved by the architect and staff. We are coming to the Board to ask to close out this job. We would ask the Board approve the Certificate of Substantial Completion as well as the Certificate of Final Completion.

Vice Chair Falcetti asked if any HHA Staff had gone up and seen the new cabinets. Mr. Mainville answer yes, Janara the HHA Purchasing Agent/Modernization Coordinator saw them and was very happy with the results.

MOTION

17-019

On a motion by Vice Chair Falcetti and seconded by Seconded by Chair Cooper-Gordon, the Board moved to approve the Certificate of Substantial Completion. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon	Yes
Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Timothy W. Purington	Yes
Aaron W. Wilson	Yes

Legal Contract Extension

The HHA currently utilizes the services of Attorney Priscilla Chesky for a number of legal services. Her contract is due to expire on August 31, 2017. The initial term of the contract was for a period of three years, with two one year optional extensions. HHA would like to award a one year extension to Attorney Priscilla Chesky under the current contract.

MOTION

17-020

On a motion by Vice Chair Falcetti and seconded by Chair Cooper-Gordon, the Board to approve a one (1) year contract extension to Attorney Priscilla Chesky. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon	Yes
Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Timothy W. Purington	Yes
Aaron Wilson	Yes

Emphasys National Users Group Conference (ENUG) August 20-24, 2017

On a yearly basis the HHA sends representation to the ENUG Conference. This is a very useful conference centered around our specific software system. We are asking for travel to be approved for up three (3) staff members to Denver, Colorado for ENUG Conference.

MOTION

17-021

On a motion by Commissioner Sanabria and seconded by Vice Chair Falcetti, the Board voted to approve travel for up to three (3) HHA Staff members to attend the ENUG Conference in Denver, Colorado August 20-24, 2017. The Board voted in favor of this Motion:

Present and voting:

Theresa Cooper-Gordon Yes

Michael Falcetti: Yes

Marilyn Sanabria: Yes

Timothy W. Purington Yes

Aaron W. Wilson Yes

Year End Financials

On a yearly basis the Holyoke Housing Authority must certify and submit our year end financials to DHCD. The financials are prepared by the Accounting Department and Fee Accountants and were provided to the Board at our April 9th, 2017 Board Meeting. Before we can submit these financials to DHCD the Board must approve the documents via board resolution. (Back up was provided at the meeting).

Discussion:

The Executive Director introduces the Fee Accountants and asks if they may be able to do a presentation for the Board. Teresa the Fee Accountant starts by explaining that under DHCD most recent regulations the actual state financial statements that we have submitted need a Board final approval that needs to be signed, there is a signing page to be signed. We have three different statements the first one is the 4001 (72 units) financial statement which shows the end result being really good. We have been able to build reserves on that program the 4001 actually made \$30,000.00 for this year that was added to our reserves. Our reserve level is currently at 44.8% of our reserves.

Our 689 program (special needs program) is 8 units, this is a small program. We currently trying to build our reserves for this program. We made a total of \$2,700.14 that was added to the reserves for the 689 program for the year. Mr. Mainville asks if when the last we implemented a rent increase here. The Theresa (Fee Accountant) said we can do it every year, Janara explained she does it every year by a small percent each year. It is important that we grow our reserves as with this program we are paying for any repairs directly from the account. If something breaks the funds are eaten up very quickly.

MRVP State Rental Housing, this program doesn't have a min or max reserves, we just try to break even or make a little bit of money if possible. This program is large enough to make a little we bit of money but not much. We only get \$40.00 a unit for each unit that is leased. In comparison to section 8 where we get double that for leased units. We are lucky enough to make \$14,000.00 this year towards reserves.

Vice Chair Falcetti to the Fee Accountants, Do you see anything coming down the pipeline? Do you see anything such as unexpected issues? Theresa (Fee Accountant) we talk about these things during budgeting. This is the reason we have tried to build our reserves back up so that we are able to handle unexpected turn of events.

The Executive Director asked if the Fee Accountants were able to give us a sense of how we ended last year (2016). The Fee Accountant asks everyone to look at one of the handouts on the second page 3/4th of the way down where it says total net income before opeq. If you look across you will see that we had a surplus of a little over \$400,000.00 as a total agency. That was after we contributed \$500, 000.00 to the Lyman Terrace project at the very end of the year. Before making that contribution at the end of the year we had made almost a million dollar surplus for the entire year. All of the programs have gotten much better and are making money. Our Section 8 Project, Housing Assistance, and Federal Programs have gotten stronger. The Executive Director takes a moment to thank the HHA Staff who have worked very hard and diligently to make these things possible as they are all working with less and doing more. Janara Healy, Nick Ottomaniello, Marc Ruell, Anne Darcy, Katherine Barz, Donna Wagner, Misamaris Semprit, Brian Burbank and the Fee Accountants.

MOTION

17-022

On a motion by Commissioner Wilson and seconded by Vice Chair Falcetti, the Board voted to approve the submission of year end financials as presented by the Fee Accountants. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon Yes

Michael Falcetti: Yes

Marilyn Sanabria: Yes

Timothy W. Purington Yes

Aaron W. Wilson Yes

Year End Certifications

On a yearly basis DHCD requires each local Housing Authority to submit several certifications. In addition to Year End Finances these certifications include the top five (5) highest paid employees and Lead Certifications. (Back up was provided at Board Meeting).

For 2016 the highest paid employees were Matthew Mainville, ED, Anne Darcy, AED, Rita Maccini, Dir. Housing Opp., a Maintenance Forman and a Mechanic I position.

Lead Certifications is to ensure that we are following all the Lead regulations. Executive Director explains that we had a REAC inspection that was just done in February 2017 where they pull a number of random files to make sure all required lead certs and notices are accounted for. We passed the REAC inspection with no issues.

MOTION

17-023

On a motion by Commissioner Wilson and seconded by Chair Cooper-Gordon, the Board voted to approve submission of Lead Certifications. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon Yes

Michael Falcetti: Yes

Marilyn Sanabria: Yes

Timothy W. Purington Yes

Aaron W. Wilson Yes

MOTION

17-024

On a motion by Commissioner Wilson and seconded by Vice Chair Falcetti, the Board voted to approve submission of the top five (5) salaries. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon Yes

Michael Falcetti: Yes

Marilyn Sanabria: Yes

Timothy W. Purington Yes

Aaron W. Wilson Yes

Discussion

Congregate House.

The Executive Director asks the Board if he may fill them in on some things happening with the Raymond P Murphy Congregate House. He begins, back in 2015 Councilor McGee filed an order for the City to declare surplus the land on which the Congregate House sits. It's about 1.35 acres, he wanted to declare it surplus and then convey it to the Housing Authority. It went to Dave Bartley's sub-committee and has sat in Dave Bartley's sub-committee since 2015, almost 2 years.

Now the Geriatric has been vacant since the sheriff moved back down to Springfield. Marco has been making an effort to market the Geriatric Authority and in order to do an RFP the city has to approve that as surplus property. On Monday of this week Dave Bartley Jr. had his sub-committee and on that was the idea of declaring surplus for the purposes of doing a solicitation, the property in which the Congregate House sits and well as the Geriatric Authority. Subsequent to that they voted 5 to 0 in the Sub-committee to have this declared surplus, this happened Monday. Tuesday it goes to full city council meeting, Councilor Lopez calls me during the course of the day and informs me of this (I didn't have a sense that this was going on). Councilor Lopez asks what the Housing Authority's wish would be, I said obviously we would like to see the property declared surplus and then conveyed to us in one fell swoop. Councilor Lopez does a late filed order and asks that the property be declared surplus but then that our 1.35 acres be convey to the Holyoke Housing Authority, it doesn't get traction, and they go around and around and end up taking a vote and declaring both parcels surplus, it doesn't pass. At this point they take a vote to declare all three parcels surplus with no contract action on what they are going to do with the Congregate House. Counselors Lopez, Bresnahan, Greaney and Tallman all object. Two councilors were absent Councilors McGee and Valentine. Because it was a 9 to 4 vote they couldn't get action on it so it has been "tabled". Tabled items will stay on the agenda until dealt with or will be unless someone puts in a motion to remove it.

MOTION

17-025

On a motion by Commissioner Sanabria and seconded by Chair Cooper-Gordon, the Board voted to adjourn at 7:20 pm. The Board voted in favor of this motion.

Present and voting:

Theresa Cooper-Gordon	Yes
Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Timothy W. Purington	Yes
Aaron W. Wilson	Yes

ROLL CALL:

Theresa Cooper-Gordon	Yes
Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Timothy W. Purington	Yes
Aaron W. Wilson	Yes