

SPECIAL BOARD MEETING
March 9, 2017

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 shall be held at Falcetti Towers, 475 Maple Street, Holyoke, Massachusetts on Thursday, March 9, at 6:00 pm.

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NOTICE OF SPECIAL 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 March 9, 2017.

Holyoke Housing Authority

BY: _____
Matthew A. Mainville, Mr.

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 March 2, 2017 I hereunto set my hand this second day of March, 2017.

Matthew A. Mainville, Secretary

Present and voting:

Theresa Cooper-Gordon:	Yes
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: Barbara Lavallee, Donald Lavallee; Falcetti Tower Residents

Counsel Present: Priscilla Chesky

MINUTES of February 2, 2017

MOTION

17-007

On a motion by Commissioner Sanabria and seconded by Commissioner Purington, the Board approved the minutes of February 2, 2016 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

Disposal of Surplus Property, Sanders

In the past our maintenance crew had metal bodied sanders for the dispersion of salt and sand. In an effort to upgrade and modernize our snow removal two (2) plastic bodied sanders were purchased making the steel bodied sanders obsolete. Staff hopes to dispose of the obsolete steel sanders.

Commissioner Purington asked if any employees would be buying these sanders from the HHA. Secretary Mainville explains that the plan would be that what is anticipated is that we would find a scrap company. Commissioner Wilson then points out the proposal for the sale of the sanders for \$300.00. Janara Healy, the Holyoke Housing Authority's Purchasing Agent/Modernization Coordinator then explains that the proposal was an offer from a landscaping company and not an HHA employee. Commissioner Purington states his reason for asking the question was that if it was an employee purchasing the sanders, he wanted to be sure that it was fair to all employees to have the opportunity to purchase. The Mr. Mainville explains, they will not be bought by an employee and that we would go out and negotiate with a company, likely a contractor or scrap metal place.

MOTION

17-008

On a motion by Vice Chair Falcetti and seconded by Commissioner Cooper-Gordon, the Board voted to authorize the Executive Director to negotiate a sale on the open market of the two (2) eight foot truck sanders without controls. 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

Mass Work Change Order

We have an executed contract with Geeleher Enterprise, Inc. To undertake the infrastructure work of Lyman Terrace. During the course of that work unforeseen conditions were encountered. The Board was provided a Work Change Directive that includes the changes and reasons for each change. Because of these changes Geeleher Enterprise, requests an increase of \$29, 116.02 to their contract which would change the contract from \$2,380,604.00 to \$2,409,720.00. This request has been reviewed and approved as an acceptable request by the Water department, the city, our engineers and staff.

Commissioner Wilson Abstains from voting on this motion

MOTION

17-009

On a motion by Commissioner Purington and seconded by Vice Chair Falcetti, the Board voted to approve change order #1 in the amount of \$29,116.02 to Geeleher Enterprise Inc. Increasing their contract from \$2,380,604.00 to \$2,409,720.00. 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

Abstained

Aaron W. Wilson

Urban Agenda Housing Grant Partnership

The City, more directly Marcos Marrero from the Office of Economic Development applied for and received a grant for the production of housing in the South Holyoke neighborhood. This grant is intended to produce homeownership opportunities in the area surrounding Carlos Vega Park. The City recognized there was very little homeownership in that area and has applied for

a planning grant that would allow them to procure a development partner to help do some homeownership programs down there. They have a very tight time line so they have asked the Housing Authority to assist them in taking care of some preliminary task that would help them expend the money and prepare them to go out for a salutation. That would include getting an appraisal, review, title search etc. We have the procurement capacity we have the expertise, we have Janara and Pricilla that will help with this. We are in a unique position to help with this project. We (HHA) will accept a little bit of Admin. Money which will be at an agreed upon expenditure, we would bill for our time. The HHA needs approval from the Board in order to negotiate the scope of an agreement to assist in this project. The Board received a copy of the Urban Agenda Housing Grant Program- Project Plan & Vision.

Commissioner Wilson asks, are all the lots empty, about 20 or so housing units? Mr. Mainville answers yes.

Commissioner Purington notes, there could potentially be a much larger role for the Housing Authority in the future, and agrees it is a great idea and was very happy to see the Housing Authority was asking to work on this project.

Vice Chair Falcetti asks if there is no implied financial or legal burden both now and in the future that we would be liable for? Should we advise them to do a certain action, just in case things don't pan out? Mr. Mainville explains we take every effort to limit our liability we will have our attorney do a title search, we will have an environmental review completed, appraisal. During these steps we will not be saying "you should hire this guy or that guy".

Vice Chair Falcetti asks if we need to go to HUD to inform them of this project. Will HUD come back to us and say they don't want to pay the employees for work they do on the project for the city that isn't work they are doing in their normal job here at HHA. Mr. Mainville explains we will bill the city for the work we do so that essentially what is happening the city will be paying the employees for their work on this project not HUD. The budget for this project will reflect payment for employee's involved in the project, HHA will invoice the City. No HUD money will be used for this project.

MOTION

17-010

On a motion by Commissioner Wilson and seconded by Commissioner Purington, the Board voted to allow the Executive Director to further negotiate the scope of the agreement between HHA and the City and finalize said agreement. 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

Moving to Work

Because the HHA is a MTW agency on a yearly basis must undertake the process of submitting to HUD an MTW report. This report shows HUD progress we have made on our MTW activities. This year the report compiled by our new MTW Coordinator along with staff, our Umass partner and Edgemere. Many of these activities have been deemed a success however we have seen less than expected results in our Career Advancement Program. As a result we will take 2017 to analyze the results and the program to determine how to better design the program of it we should dissolve this initiative altogether. HHA needs the Board to review the MTW report and approve it before it can be sent to HUD.

The actual report was missing from the Board book. At our attorney's advice there was a vote to approve contingent upon everyone being in agreement to the report. If there are any questions on the report the commissioner would need to call Mr. Mainville, if the question is a serious question than we would need to call another Board meeting and go through the question. If everyone reviews the report and everyone is satisfied with the report then the motion tonight stands.

MOTION

17-011

On a motion by Commissioner Wilson and seconded by Vice Chair Falcetti, the Board voted to approve to vote on the motion contingent upon all commissioners reviewing and approving the MTW report to be sent to HUD. Note: The report was reviewed and the motion stood. 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

17-012

On a motion by Commissioner Purington and seconded by Commissioner Wilson, the Board voted to adjourn at 7:03pm. 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:

Present and voting:

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