

**SPECIAL BOARD MEETING
November 9, 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 was held at Falcetti Towers, 475 Maple Street, Holyoke, Massachusetts on Thursday, November 9, 2017 at 6:00 pm.

(LS)

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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 on November 9, 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 November 9, 2017 I hereunto set my hand this ninth day of November, 2017.

Matthew A. Mainville, Secretary

Present and voting:

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

Absent:

Staff Present:

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

VISITORS PRESENT:

Barbara Lavallee
Donald Lavallee

Counsel Present: Priscilla Chesky

Meeting was called to order at 6:00pm by Executive Director to approve October 12, 2017 Board Meeting Minutes.

MINUTES of October 12, 2017

MOTION

17-067

On a motion by Commissioner Sanabria and seconded by Commissioner Purington, the Board approved the minutes of October 12, 2017 as written. The Board voted in favor of this motion:

Present and voting:

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

Absent:

Payment Standards/Fair Market Rents

HUD has released the 2018 Fair Market Rent calculations set out by HUD, the Holyoke Housing Authority as is permitted by regulation requesting to adopt the 2017 FMR as the Payment Standard without increasing to the 2018 FMR. Please see attached memo from the Director of Leased Housing.

The Executive Director stated this is routine. Once a year HUD comes out with payment standards and recently released the 2018 FMR's (Fair Market Rents). We are currently working with 2016 FMR's. We are asking the Board to approve moving up from 2016 to 2017 FMR's. HUD allows you to have a margin of 90% to 110%. Commissioner Sanabria asked if payments would go up. Yes they would go up but not as much as the HUD published standards. Commissioner Purington wanted understanding on Hampshire county explanation of areas. HUD published for the Springfield/ Metro area which includes Hampden and Hampshire counties. Some towns in the metro area such as Longmeadow have higher rents. We keep our rents at approximately 94% of the FMR. HUD is coming out with a small market FMR that will allow us in the future to eliminate the outliers such as Longmeadow.

**Motion
17-068**

On a motion by Commissioner Falcetti and seconded by Commissioner Wilson, the Board voted to approve the 2017 FMR as Payment Standards for the Holyoke Housing Authority effective January 1, 2018. The Board voted in favor of this motion.

Present and Voting:

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

Absent:

Procurement Threshold

Public Housing Notice 2017-14 requires documentation of a board vote delegating authority over certain contracts, by dollar threshold, usually to designated staff.

We had a DHCD review and did well. Public Housing Notice 2017-14 is requiring Authorities to have written procurement thresholds requiring board approval. Any contract over \$50,000 the Board would have to approve and any contract under \$50,000 the Executive Director has approving authority. The Executive Director performs an internal analysis before authorizing and awarding a contract under \$50,000. The solicitation of quotes and not an invitation for bid or request for proposal procurement have been handled in-house and do not come to the Board, which previously had a threshold of \$25,000 and has changed to \$50,000 over the last two years. We always apply good business practices. Executive Director stated the language is on page four, paragraph two under procurement authority and administration. Commissioner Falcetti confirmed the Executive Director can award a contract under \$50,000. And how many contracts under \$25,000. Janara Healy confirmed just a few contracts such as cleaning contracts, and insurance policies are under \$25,000.

Commissioner Purington wants to know what the Holyoke Housing Authority's Petty Cash policy is. Also, is the Minority Business women registration being actively pursued? Executive Director stated the information is on the website. Chair Cooper-Gordon would like something solid on the subject of Minority Business women

registration. Executive Director agreed a self- examination with regards to this subject should happen and will report back to the Board.

Motion

17-069

On a motion by Commissioner Wilson and seconded by Chair Cooper-Gordon, the Board voted to approve to amend the Authority’s Procurement Policy delegating contract approval authority under \$50,000 to the Executive Director and over \$50,000 to the Board. The Board voted in favor of this motion.

Present and voting:

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

Absent:

Elevator Maintenance, Test & Repair

ThyssenKrupp Elevator responded to the Invitation for Bid for elevator maintenance and submitted all required HUD and State documents with appropriate signatures. They have demonstrated reliability and integrity in their past performance.

Janara Healy prepared the solicitation and went out to bid. She indicated ThyssenKrupp as the lowest responsive, responsible bidder in the amount of \$52,080 for a two year contract. We have had them in the past and they are as good as any other company and we are satisfied with them. Commissioner Wilson asked who we currently use. It is Eagle Elevator Company. Janara agrees that ThyssenKrupp is a better company than Eagle. Executive Director recommends Janara Healy’s choice.

Motion

17-070

On a motion by Commissioner Wilson and seconded by Commissioner Falcetti, the Board voted to approve and award the Elevator Maintenance, Test & Repair to ThyssenKrupp Elevator as the lowest, responsive, responsible bidder in the amount of \$52,080 for a two year contract, commencing January 1, 2018. The Board voted in favor of this motion.

Present and Voting:

| | |
|------------------------|-----|
| Theresa Cooper- Gordon | Yes |
| Michael Falcetti | Yes |
| Aaron w. Falcetti | Yes |
| Marilyn Sanabria | Yes |
| Timothy W. Purington | Yes |

Absent:

Current Issues

Commissioner Falcetti wanted to know who does the Annual inspection for energy savings. Ameresco hires a sub-contractor to perform the inspection who then reports back to Ameresco. They verify the information let us know if we are meeting our goals.

Commissioner Falcetti also wanted an update on Tighe & Bond regarding Bio retention areas from the Executive Director. A couple of the ponds have not been functioning as has been required by plan specifications. We have asked that a contractor come out next week to pull out materials that they had installed and put in new material that should fix problem. They will come out and excavate material and replace and it will be a wait and see. If it is not working we have to come up with another plan. Plants that have died have been replaced.

Commissioner Falcetti wanted to know about the renovations of Rosary Towers. Janara Healy gave an update. There are three kitchens left and one kitchen and bathroom. The punch list should be all done by the first week of December 2017. Executive Director complimented Janara on job well done.

Motion

17-071

On a motion to adjourn to go into Executive Sessions at 6:45pm by Commissioner Falcetti and seconded by Commissioner Wilson. The Board voted to adjourn at 6:45pm. The Board voted in favor of this motion.

Present and Voting:

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

Absent:

Roll Call:

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

Absent:

