

**REGULAR BOARD MEETING
February 2, 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, February 2, 2017, at 6:00 pm.

(LS)

(LS)

(LS)

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 February 2, 2017.

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 January 27, 2017 I hereunto set my hand this twenty-seventh day of January, 2017.

Matthew A. Mainville, Secretary

Present and voting:

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

Absent:

Aaron W. Wilson

STAFF PRESENT:

Nicholas Ottomaniello	Janara Healy
Katherine Barz	Marc Ruell
Misamaris Semprit	Donna Wagner
Brian Burbank	Anne Darcy

VISITORS PRESENT: Barbara Lavallee, Dorothy Gagne, Don Lavallee, Falcetti Tower Residents

Counsel Present: Priscilla Chesky

MINUTES of December 8, 2016

MOTION

17-001

On a motion by Commissioner Sanabria and seconded by Commissioner Falcetti, the Board approved the minutes of December 8, 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

Absent:

Aaron W. Wilson

Rosary Towers Kitchens

To continue with ongoing modernization, the HHA issued an Invitation for Bids (IFB) for Kitchen Upgrades together with accessible unit bathroom upgrades for the third, second and first Floors of Rosary Towers. Six bids were electronically received by 2PM on December 15, 2016. (Please see attached).The apparent low bidder is Alpha Contracting Associates, Inc. from Roslindale, MA with a bid in the amount of \$595,150.

Vice Chair Falcetti asked about the wording in the letter written by Tim Murphy. Vice Chair Falcetti wanted to know that the funds were available to cover the difference in the estimate and actual cost of the proposed contract.

Janara Healy HHA Purchasing Agent/Modernization Coordinator explained there are funds available to cover the project. One of the apartments being renovated is an apartment that recently had a fire that needs to be renovated as well. Sufficient funds are available.

MOTION

17-002

On a motion by Vice Chair Falcetti and seconded by Commissioner Sanabria, the Board voted to award the contract for the Kitchen Cabinet Replacement Phase III (third, second and first floors) at Rosary Towers, to the lowest responsive, responsible bidder, Alpha Contracting Associates., Inc. in the base amount of \$595,644.31. 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

Absent:

Aaron W. Wilson

Write Offs for the Fourth Quarter 2016

The Board was provided a memo from Senior Property Manager with recommended Write-Offs for our Federal Programs in the amount of \$5,644.31. 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

Absent:

Aaron W. Wilson

MOTION

17-003

On a motion by Vice Chair Falcetti and seconded by Commissioner Purington, the Board voted to approve write-offs in Federal Tenant Accounts Receivables in the amount of 5,644.31. 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

Absent:

Aaron W. Wilson

MTW Conference

There was a formal request from our MTW Coordinator and our MIS Director to attend the Moving to Work (MTW) Conference that is being held in Washington, DC, from Wednesday, April 19th through Friday, April 21st, 2017. Attendance of this conference will serve as a helpful and informational tool that will assist both our MTW Coordinator in her new role as well as our MIS Director.

MOTION

17-004

On a motion by Vice Chair Falcetti and seconded by Commissioner Cooper-Gordon, the Board voted to approve sending the MTW Coordinator and MIS Director to Washington, DC. for the MTW Conference April 19th to April 21st 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

Absent:

Aaron W. Wilson

HILAPP Contribution Increase

At 6:15 pm, the Board discussed approving an additional \$85,046.00 for the HILAPP program, in order to complete modernization of Siebel Apartments. The project was originally estimated in 2015 and has since been estimated to cost a total \$367,572.00 higher than originally anticipated. This is due to the need of replacing floors and kitchen cabinets as well as some extra electrical work that needs to be completed. DHCD has committed to assisting in the cost of this project as long as HHA contributes \$85,046.00 towards the increase.

MOTION

17-005

On a motion by Vice Chair Falcetti and seconded by Commissioner Cooper-Gordon, the Board voted to Allow the contribution increase of \$85,046.00 for the HILAPP program. 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

Absent:

Aaron W. Wilson

Vice Chair Falcetti commented on the accomplishments of the staff at Holyoke Housing Authority for taking the time to further their education and training in areas that will enhance their skills in their positions. He asked Matthew Mainville to kindly write a letter of praise to those Staff members from the commissioners.

MOTION

17-006

On a motion by Vice Chair Falcetti, the Board voted to adjourn at 6:51pm. 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

Absent:

Aaron W. Wilson

ROLL CALL:

Present and voting:

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

Absent:

Aaron W. Wilson