

**SPECIAL BOARD MEETING  
October 12, 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, September 7<sup>th</sup> 2017 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 October 12, 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 October 6, 2017 I hereunto set my hand this sixth day of October, 2017.

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

**Present and voting:**

Timothy W. Purington	Yes
Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Aaron W. Wilson	Yes

**Absent:**

Theresa Cooper-Gordon

**Staff Present:**

Brian Burbank	Janara Healy
Katherine Barz	Nicholas Ottomaniello
Anne Darcy	Matthew Mainville
Donna Wagner	Marc Ruell
Lauren Zielger	

**VISITORS PRESENT:**

**Counsel Present:** Priscilla Chesky

Meeting was called to order at 6:00pm by Executive Director introduced Beverly Savage, Administrative Assistant/HR Coordinator, and introduced her to each Commissioner. She has worked out very nicely, and we are looking forward to working with her moving forward.

**MINUTES of September 7, 2017**

**MOTION**

**17-059**

On a motion by Commissioner Wilson and seconded by Vice Chair Falcetti, the Board approved the minutes of September 7, 2017 as written. The Board voted in favor of this motion:

**Present and voting:**

Timothy W. Purington	Yes
Michael Falcetti:	Yes
Marilyn Sanabria:	Yes
Aaron W. Wilson	Yes

**Absent:**

Theresa Cooper-Gordon

**MINUTES OF AUGUST 23, 2017**

**MOTION**

**17-060**

On a motion by Commissioner Sanabria and seconded by Commissioner Aaron Wilson, The Board approved the minutes of August 23, 2017. The Board voted in favor of this motion.

**Present and voting:**

Timothy W. Purington	Yes
Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron W. Wilson	Yes

**Absent:**

Theresa Cooper-Gordon

**Department of Housing and Community Development (DHCD) Budget Revision**

In accordance with DHCD Budget Guidelines, a Budget Revision is required when an Authority experiences changes in their approved annual budget. At DHCD's request monies from the Extraordinary Maintenance line item were transferred to the Capital Fund Program. This activity necessitated a Budget Revision. We are also requesting a Budget Exemption for the cost of the audit.

The Budget Revision is a DHCD driven request, rationale bond cap which had to be used. Asked for an exemption for annual AUP (Agreed Upon Procedures), moving money around, State asked for money to be moved around. Mike Guyer of Guyder Hurley did agree upon procedure on DHCD program. The state is allowing Housing Authorities to ask for reimbursement rather than taking out of normal operating budget. A master copy revision needs to be signed by each commissioner. This is not costing the HHA anything, it is a procedural change.

**MOTION**

**17-061**

On a motion by Commissioner Purington and seconded by Vice Chair Falcetti, the Board voted to approve DHCD's Budget Revision.

The Board voted to approve the State Budget Revision for fiscal year 2017 as recommended by Fee Accountants, Fenton, Ewald. The Board voted in favor of this motion:

**Present and Voting:**

Michael Falcetti  
Aaron W. Wilson  
Marilyn Sanabria  
Timothy W. Purington

**Absent:**

Theresa Cooper-Gordon

**MTW Plan –  
Moving to Work Plan**

As per HUD regulations, MTW Agencies are required to submit an annual plan. This plan includes the Authority's initiatives, activities, sources and uses of funds, and timelines.

MTW plan talks about what we would like to do in upcoming year and MTW report talks about what we have been able to accomplish. Justine and her team put together MTW plan for 2018, including a utility allowance and a partnership with the Sheriff's department. Matthew Mainville clarified the Holyoke Horizon Transition program is a mobile program and not everyone stays in Holyoke, It is at the voucher holder's discretion where they choose to live. (ie. Holyoke, Westfield, Springfield, West Springfield). Commissioner Falcetti confirmed the Sheriff's department will run this program. Matthew Mainville confirmed the Housing Authority will benefit financially from this program as well as the Sheriff's department. The utility allowance streamlines at the Housing Authority and sets up a low interest loan that will allow people to borrow to fix homes, with the objective that homeowners maintain their homes. This is available to Oakhill residents. Commissioner Sanabria asked what will be the interest rate for this loan and Matthew Mainville stated 1.5%. Commissioner Falcetti asked when will this start. Executive Director responded it will be submitted by October 31, 2017. HUD had 90 days to reply to this plan and if no reply this is automatically approved. Commissioner Sanabria wanted to know should homeowner get their own contractor – Yes. A \$55,000 income is the approximate maximum income.

This plan will be effective January 1, 2018.

**Motion**

**17-062**

On a motion by Commissioner Aaron Wilson and seconded by Commissioner Purington, the Board voted to approve the MTW Plan effective January 1, 2018. The Board voted in favor of this motion:

**Present and Voting:**

Michael Falcetti  
Aaron W. Wilson  
Marilyn Sanabria  
Timothy W. Purington

**Absent:**  
Theresa Cooper-Gordon

**Rubbish Removal Invitation for Bids (IFB) Selection**

The Invitation for Bids (IFB) for rubbish removal for a two (2) year period was publicly advertised in the Republican/El Pueblo and the Holyoke Sun as well as posted on the HHA website. The IFB stipulated proposals would be received until 2:00 p.m. on Tuesday, September 12, 2017.

The HHA received (3) proposals. The proposals were evaluated and rated by Janara Healy, Purchasing Agent/Modernization Coordinator. The Board was provided the composite ratings.

To award the agreement for rubbish removal services for a two-year period to Alternative Recycling Systems, LLC in the amount of \$89,550.84 per year for a total of \$179,101.68 plus 30 yard roll-off monthly rental fee of \$40 and transportation fee of \$100 with a disposal fee of \$80 per ton.

Satisfied with service, they come rain or shine and competitive, Executive Director expressed.

**Motion**

**17-063**

On a motion by Commissioner Falcetti and seconded by Commissioner Tim Purington, the Board voted to approve The contract for Rubbish removal to the lowest responsive responsible bidder, Alternative Recycling Systems, LLC, in the amount of \$89,550.84 per year for a total of \$178,101.68 plus 30 yard roll-off monthly rental fee of \$40 and transportation fee of \$100 with a disposal fee of \$80 per ton. The Board voted in favor of this motion

**Present and voting:**

Michael Falcetti  
Aaron W. Wilson  
Marilyn Sanabria  
Timothy W. Purington

**Absent:**  
Theresa Cooper-Gordon

**Deduct Change Order to Larochelle Construction for Roof Replacement and Exterior Finishes at Beaudoin Village.**

Larochelle Construction was awarded the contract designed by Leon Pernice and Associates (LPA) for a roof replacement and exterior finishes at 23-28 Yoerg Circle at Beaudoin Village. The bid carried an amount for surplus quantities which were not expended resulting in a deduct change order in the amount of (\$683).

The Board was requested to approve the deduct change order in the amount of (\$683) to Larochelle Construction.

Commissioner Sanabria asked for original contract amount. Matthew Mainville stated \$29,400 and now with the deduction it is \$28, 717. The Housing Authority is very pleased with Larochelle's performance.

**Motion**

**17-064**

On a motion by Commissioner Wilson and seconded by Commissioner Sanabria, the Board voted to approve the deduct change order in the amount of \$683 to Larochelle Construction, bringing the contract amount to \$28,717. The Board voted in favor of this motion.

**Present and Voting:**

Michael Falcetti  
Aaron W. Wilson  
Marilyn Sanabria  
Timothy W. Purington

**Absent:**

Theresa Cooper-Gordon

**Certificate of Substantial Completion and conclude the close-out process for Roof Replacement and Exterior Finishes at Beaudoin Village.**

Larochelle Construction has completed the scope of work for roof replacement and exterior finishes at 23-28 Yoerg Circle at Beaudoin Village. This work has been inspected and approved by Leon Pernice and Associates as well as the City of Holyoke.

To approved the Certificate of Substantial Completion and conclude the close-out process for work performed by Larochelle Constrcution for Roof Replacement and Exterior Finishes at 23-28 Yoerg Circle at Beaudoin Village.

Work has been completed, and it looks good. The work came in under contract therefore Executive Director asked the board for deduct change order for \$683.00. Commissioner Sanabria wanted to know the original contract amount which was \$29,400 and the deduction amount was \$28,717. The roofing company that did the work was recommended for future work and should be put on preferred vendor list.

**Motion**

**17-065**

On the motion by Commissioner Aaron Wilson, seconded by Commissioner Sanabria, The Board voted to approve the Certificate of Substantial completion and conclude the close-out process for work performed by Larochelle Construction for Roof Replacement and Exterior Finishes at 23-28 Yoerg Circle at Beaudoin Village. The Board voted in favor of this motion.

**Present and Voting:**

Michael Falcetti  
Aaron W. Wilson  
Marilyn Sanabria  
Timothy W. Purington

**Absent:**

Theresa Cooper-Gordon

**Federal Tenant Accounts Receivable Write-Offs for Third Quarter 2017**

The Property Management Team, along with legal counsel Priscilla Chesky and Anne Darcy Assistant Executive Director recommends that we write off as uncollectible accounts in the amount of \$2,840. These accounts were from tenants who moved out, were evicted or died during occupancy in the third quarter of FY 2017.

Priscilla Chesky added one tenant had reported a 2017 job loss, Tenants had rent change and HHA adjusted the rent. It was found out that the tenant was still working and Housing called her for a meeting, went to court (took 3 months to go to court) and tenant agreed to vacate. Commissioner Sanabria wanted to know why tenant was not given an opportunity to pay money that was owed. Priscilla Chesky stated because it was considered fraud and no payment arrangement was afforded tenant.

**Motion**

**17-066**

On a motion by Commissioner Wilson and seconded by Commissioner Sanabria, Board agreed to approve Federal Write-Offs, in the amount of \$2,840.00 for the third quarter FY 2017. The Board voted in favor of this motion.

**Present and Voting:**

Michael Falcetti  
Aaron W. Wilson  
Marilyn Sanabria  
Timothy W. Purington

**Absent:**

Theresa Cooper-Gordon

**CURRENT ISSUES**

Commissioner Falcetti ask for Executive Summary to be reviewed. The Natural disaster category 5 Hurricane that hit Puerto Rico will bring an influx of people to Holyoke to live. We want to be proactive and have a plan in place. There will be weekly meetings in preparation for influx. DHCP has preliminary plan formed under Governor's Office, but no funding in place

Marilyn O'Sullivan of HUD will clarify the details. If someone is living in Puerto Rico and wants to come to Holyoke, HUD did give some guidance. Matthew Mainville stated we would like to extend the 14 day stay. Commissioner Sanabria wanted to know the rules. If you have an overnight guest you are to report, Guidelines include people cannot live in closets, basements, or any unsafe areas. It is the responsibility of the tenants. Commissioner Falcetti wanted to know, how do we know if they are coming from Puerto Rico? If they are not disclosing. Letters from FEMA Attorney Priscilla stated and a workstation has been set up if you come to the Holyoke Housing Authority. A webpage guidance will be available online. If HUD gives vouchers and the people did not report it will disqualify them. Those that are qualified will be on a first come first served basis. Commissioner Sanabria added people do not follow current rules.

Commissioner Falcetti asked overview of North Hampton, Matthew Mainville explained state 13A program – 40 units in North Hampton and this is an opportunity to approve financial status. Commissioner Falcetti also asked are there any liabilities – No

Matthew Mainville gave credit to Nick Ottomaniello and his staff for this plan. City looking to take the development of Urban Agenda Grant.

Laura Soderbaum did great job with reading program, and Theresa Cooper-Gordon will generate a thank you letter.

Commissioner Sanabria got confirmation that we are doing good and underrunning budget by \$500,000.

Meeting Adjourned 6:45pm

**Motion**

**17-067**

On a motion by Commissioner Wilson and seconded by Vice Chair Falcetti the Board voted to adjourn at 6:45pm. The Board voted in favor of this motion.

**Voting and Present**

Michael Falcetti	Yes
Aaron W. Wilson	Yes
Marilyn Sanabria	Yes
Timothy W. Purington	Yes

**Absent**

Theresa Cooper-Gordon

**ROLL CALL:**

Michael Falcetti	Yes
Aaron W. Wilson	Yes
Marilyn Sanabria	Yes
Timothy W. Purington	Yes

**Absent**

Theresa Cooper-Gordon







