

**REGULAR BOARD MEETING
July 6, 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, July 6, 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 July 6, 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 June 30, 2017 I hereunto set my hand this thirtieth day of June, 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	Justine Sabbs
Anne Darcy	Matthew Mainville
Julie Gardner	Donna Wagner
Marc Ruell	

VISITORS PRESENT:

Counsel Present: Priscilla Chesky

Meeting was called to order at 6:06pm by Chair Cooper-Gordon. The Chair thanked everyone for their attendance then asked the Executive Director of the Housing Authority Matthew Mainville to begin the meeting.

MINUTES of June 1, 2017

MOTION

17-041

On a motion by Commissioner Wilson and seconded by Vice Chair Falcetti, the Board approved the minutes of June 1, 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

Beaudoin Village Roof Replacement and Exterior Finishes

To continue with on-going modernization, the HHA issued an Invitation for Bids (IFB) for a roof replacement and exterior finishes at 23 – 28 Yoerg Circle, Beaudoin Village. Four bids were electronically received with the apparent low bidder being LaRochelle Construction from South Hadley MA, the lowest responsive, responsible bidder with a bid in the amount of \$29,400.

Discussion:

(The Board was then referred to the backup located in their Board Books). LaRochelle came in with the lowest bid in the amount of \$29,400.00 for replacement of the roof and exterior finishes at Beaudoin Village. They are the lowest responsive responsible bidder. Leon Pernice recommended that we approve them as a responsible contractor as they had checked their references and has had a positive experience working with them in the past. A letter of recommendation has been provided to the Board. There was a wide range in the bid amounts that caused concern for Chair Cooper-Gordon. Chair Cooper-Gordon voiced her concerns as to whether this bid amount is actually a logical amount for the cost of the work being requested. The concern is that the work will end up costing more in the end due to under estimations which could potentially result in change orders. Mr. Mainville explained Leon Pernice reached out to LaRochelle and made sure they were comfortable with their bid amount and ability to perform the work for the amount estimated. LaRochelle confirmed they are comfortable with their estimate and ability to complete the job. Just as a side note they will have a 100% performance bond. Vice Chair Falcetti recommended that when deliveries are made someone take pictures of materials delivered. Janara explained our designer verifies materials before signing off on deliveries. Mr. Mainville and Janara Healey also do regular site visits, have job meetings, and physically check the job sites.

MOTION

17-042

On a motion by Vice Chair Falcetti and seconded by Commissioner Purington, the Board moved to award the Roof Replacement and Exterior Finishes at Beaudoin Village, to LaRochelle Construction the lowest responsive, responsible bidder in the amount of \$29,400.00. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon	Yes
Michael Falcetti:	Yes
Marilyn Sanabria:	No
Timothy W. Purington	Yes
Aaron W. Wilson	Yes

DHCD Project 137075-Building Envelope Improvements Scattered Sites 705-1 Meadows

Construction encountered areas of unforeseen rotted framing at 553, 555 and 565, 567 South Summer as well as unsuitable laundry room venting located in the upper roof soffit vents which required rework. The bid carried an amount of surplus quantities, predetermined quantities identified by the designer that may be revealed during construction, which were not expended. The additional labor and material less the surplus credit resulted in Change Order 2 in the amount of \$1,374.57. Leon Pernice and Associates has forwarded the Certificate of Substantial Completion. The punch list inspection was performed on June 16, 2017 and the final inspection was performed on June 22, 2017. This change order has been reviewed and approved by DHCD.

Discussion:

The necessary repairs have been made and the architect, DHCD, and the Housing Authority all reviewed the repairs and approved them. Mr. Falcetti made note of the warranty that Meadows Construction Company has provided the Holyoke Housing Authority with in regards to the work being completed.

Commissioner Purington noted that the certificate of completion reflects the Greenfield Housing Authority rather than the Holyoke Housing Authority. Janara assured the Board that the number and calculations are correct on the form and this was just a clerical error on the top of the page. A revised certificate of Final Completion was subsequently generated and signed.

MOTION

17-043

On a motion by Vice Chair Falcetti and seconded by Commissioner Purington, the Board voted to (1) Approve Change Order #2 in the amount of \$1,374.57; (2) Approve the Certificate of Substantial Completion; and (3) Approve the modified Certificate of Final Completion which will reflect the Holyoke Housing Authority and will be addressed correctly. 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

On Call Designer Selection for Engineering Services and Architectural Services

A solicitation for proposals was issued on May 9, 2017 in the Central Register as well as two local publications for on call designer selection for engineering services and architectural services, as services from the current vendors were due to expire in the near future. Thirteen (13) responses were received by the deadline of 2 PM, June 13, 2017. The firms whom responded illustrated similar agreements with many other housing authorities as well as DHCD and many municipalities. The proposals were evaluated and rated separately by Matthew Mainville, Executive Director and Janara Healy, Purchasing Agent/Modernization Coordinator.

MOTION

17-044

On a motion by Vice Chair Falcetti and seconded by Commissioner Wilson, the Board voted to approve (1) The two year on-call, indefinite delivery, indefinite quantity agreements for Engineering Services to Tighe & Bond and CBI Consultants, as the highest ranked proposers; and (2) The two year on-call, indefinite delivery, indefinite quantity agreements for Architectural Services to Caolo & Bieniek Associates and Roy S. Brown Architects, as the highest ranked proposers. The Board voted in favor of this motion:

Present and voting:

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

Technical Assistance Services, Moving to Work

As you are aware, the Holyoke Housing Authority is currently in its fourth full year of a five-year Moving To Work (MTW) Agreement. The HHA staff feels the continued guidance of a professional MTW consultant will

allow the HHA to remain successful in undertaking the MTW program, particularly as it relates to implementing and monitoring new MTW initiatives as well as the rigorous reporting requirements and the annual report. Therefore, a Request for Proposals (RFP) for MTW Technical Assistance Services for a one year contract, with a one year option to renew was publicly advertised. Edgmere Consulting Corporation, the HHA current MTW Technical Assistance Consultants submitted the only proposal.

MOTION

17-045

On a motion by Chair Cooper-Gordon and seconded by Commissioner Wilson, the Board voted to award Edgmere Consulting Corporation the contract for technical assistance with MTW services with a not to exceed annual contract amount of \$45,000.00. The Board voted in favor of this motion:

Present and voting:

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

Tenant Account Receivable Write-Offs for the 2nd Quarter

The Property Management Team, along with legal counsel Priscilla Chesky and Anne Darcy Assistant Executive Director recommended that we write off as uncollectible accounts in the amount of \$349.96. These accounts were from tenants who moved out, were evicted or were deceased during occupancy in the second quarter of FY 2017.

MOTION

17-046

On a motion by Chair Cooper-Gordon and seconded by Commissioner Purington, the Board voted to approve write off \$349.96 in Federal Tenant Accounts Receivable. The Board voted in favor of this motion:

Present and voting:

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

MOTION

17-047

On a motion by Commissioner Purington and seconded by Commissioner Wilson, the Board voted to adjourn into Executive Session at 7:10 pm for the purpose of land acquisition.

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