

**REGULAR BOARD MEETING
June 1, 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, June 1, 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 June 1, 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 May 26, 2017 I hereunto set my hand this twenty-sixth day of, May 2017.

Matthew A. Mainville, Secretary

Present and voting:

Theresa Cooper-Gordon	Yes
Michael Falcetti	Yes
Aaron Wilson	Yes

Absent:

Marilyn Sanabria
Timothy W. Purington

Staff Present:

Brian Burbank	Justine Sabbs
Janara Healy	Marc Ruell
Katherine Barz	Julie Gardner
Anne Darcy	
Donna Wagner	

VISITORS PRESENT: Barbra Lavallee. Don Lavallee

Counsel Present: Priscilla Chesky

Meeting was called to order at 6:05pm by Chair Cooper-Gordon. The Chair thanked everyone for their attendance and sent well wishes to our missing commissioners then turned the meeting over to Mr. Mainville, Executive Director.

MINUTES of May 4, 2017

MOTION

17-031

On a motion by Vice Chair Falcetti and seconded by Commissioner Wilson, the Board approved the minutes of May 4, 2017 as written. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon	Yes
Michael Falcetti	Yes
Aaron Wilson	Yes

Absent:

Marilyn Sanabria
Timothy W. Purington

Revised Tenant Maintenance Charges

A recommendation to revise Tenant Maintenance Charges has been put forth on behalf of the Property Management and Maintenance Departments. The Majority of the changes are not new. The changes represent increased costs of providing services as well as clarification of the existing charges.

Discussion: Vice Chair Falcetti asked for an example with regards to billing tenants for these charges. Mr. Mainville explained Maintenance charges show up as a separate line item on the tenants rent statement as a maintenance assessment fee.

MOTION

17-032

On a motion by Vice Chair Falcetti and seconded by Chair Cooper-Gordon, the Board moved to approve the acceptance of the revised Tenant Maintenance Charges as identified on the attached list. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon	Yes
Michael Falcetti	Yes
Aaron Wilson	Yes

Absent:

Marilyn Sanabria
Timothy W. Purington

Massachusetts Public Records Law

The Massachusetts Public Records Law became effective January 1, 2017. In accordance with the new state mandate, the Holyoke Housing Authority must designate a Records Access Officer(s) who is charged with keeping the Authority in compliance on this issue. This person(s) maintains Public Records Request Logs and responses as well as handling any appeals. I am recommending that the Executive Director and the Assistant Executive Director be formally named as the designated Records Access Officers. This designation requires approval from the Board. As part of the Public Records Law, a public records policy needs to be in place that outlines response time to a request, appeals process if necessary, and billable costs to the requestor if appropriate.

Discussion: Vice Chair Falcetti asked about the type of information that could be requested through the Massachusetts Public Records Law. For instance, could I call and ask for a copy of someone’s rent payment history? Executive Director Mainville explained that some things are in a protected and exempt class of information and therefore would not subject to disclosure. Commissioner Falcetti also asked if there were any way to know why someone would be requesting information and the purpose for which they would be using it. Assistant Executive Director, Anne Darcy, explained that legally we cannot ask what the information being requested will be used for.

MOTION

17-033

On a motion by Commissioner Wilson and seconded by Vice Chair Falcetti, the Board moved to adopt the Public Records Request Policy. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon Yes
Michael Falcetti Yes
Aaron Wilson Yes

Absent:

Marilyn Sanabria
Timothy W. Purington

MOTION

17-034

On a motion by Commissioner Wilson and seconded by Vice Chair Falcetti, the Board voted to designate the Executive Director and the Assistant Executive Director as the Records Access Officers. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon Yes
Michael Falcetti Yes
Aaron Wilson Yes

Absent:

Marilyn Sanabria
Timothy W. Purington

2015 CFP Security Grant – Site Surveillance and Electrical Upgrades at Beaudoin Village

To assist with providing a safer and more secure environment at Beaudoin Village, the Holyoke Housing Authority (HHA) awarded M.L. Schmitt Electrical the contract for the Site Surveillance and Electrical upgrades.

Once equipment was installed, it was determined in Change Order #1 to relocate antennas and install an additional weatherproof enclosure, switch, and Power over Ethernet (PoE) injector. It was also determined that supplementary programming was necessary. However, once relocated the cameras remained not viewable and it was determined the PoE switches were not rated for the internal temperature of enclosures resulting in Change Order #2 for the labor to install new switches provided by the designer, Salamone and Associates. Both staff and S&A have reviewed the attached change orders for accuracy and recommend approval of Change Orders 1 and 2.

Discussion: Vice Chair Falcetti, the second paragraph “Once equipment was installed, it was determined in Change Order #1 to relocate antennas and install an additional weatherproof enclosure, switch, Power over Ethernet (PoE) injector and supplementary programming was necessary. However, once relocated cameras remained not viewable and it was determined the PoE switches were not rated for the internal temperature of enclosures resulting in Change Order #2 for the labor to install new switches provided by the designer, Salamone and Associates” Why are we paying for this? Janara Healy and Brian Burbank explained that this compromise was negotiated in an effort to keep things moving with the project. Brian Burbank, MIT Director, offered to do a presentation of the security system at our next Board Meeting. The Commissioners look forward to this presentation in July.

MOTION

17-035

On a motion by Vice Chair Falcetti and seconded by Chair Cooper-Gordon, the Board voted to approve Change Order #1 in the amount of \$3,524.37 increasing the contract from \$110,880 to \$114,404.67 and extending the time for completion 7 days to August 7, 2017. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon	Yes
Michael Falcetti	Yes
Aaron Wilson	Yes

Absent:

Marilyn Sanabria
Timothy W. Purington

MOTION

17-036

On a motion by Vice Chair Falcetti and seconded by Commissioner Wilson, the Board voted to approve Change Order #2 in the amount of \$2,000 increasing the contract from \$114,404.67 to \$116,404.67 and extending the time for completion 257 days to April 21, 2018. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon	Yes
Michael Falcetti	Yes
Aaron Wilson	Yes

Absent:

Marilyn Sanabria
Timothy W. Purington

MOTION

17-037

On a motion by Commissioner Wilson and seconded by Chair Cooper-Gordon, the Board voted to approve the Certificate of Substantial Completion. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon Yes
Michael Falcetti Yes
Aaron Wilson Yes

Absent:

Marilyn Sanabria
Timothy W. Purington

Lyman Terrace Infrastructure Change Order

During the course of the infrastructure and the dwelling unit construction some unforeseen issues arose. The circumstances regarding the water and sewer system resulted in Change Order #2 in the amount of \$21,859.81. The Change Order has been reviewed for accuracy by both staff and Tighe & Bond.

MOTION

17-038

On a motion by Chair Cooper-Gordon and seconded by Vice Chair Falcetti, the Board voted to approve change order #2 in the amount of \$21,859.81 to Geeleher Enterprise. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon Yes
Michael Falcetti Yes
Aaron Wilson Abstained

Absent:

Marilyn Sanabria
Timothy W. Purington

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

As a result of conditions unexpected in the aftermath of a recent structural fire, DHCD has executed a change order as part of our current 705 siding contract. They have mandated sheathing be applied to units during the course of regularly scheduled modernization projects. This Change order amount is \$29,250.00.

MOTION

17-039

On a motion by Commissioner Wilson and seconded by Vice Chair Falcetti, the Board voted to approve Change Order #1 in the amount of \$29,250.00 to Meadows Construction. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon Yes
Michael Falcetti Yes
Aaron Wilson Yes

Absent:

Marilyn Sanabria
Timothy W. Purington

MOTION

17-040

On a motion by Commissioner Sanabria and seconded by Chair Cooper-Gordon, the Board voted to adjourn at 7:05 pm. The Board voted in favor of this motion:

Present and voting:

Theresa Cooper-Gordon	Yes
Michael Falcetti	Yes
Aaron Wilson	Yes

Absent:

Marilyn Sanabria
Timothy W. Purington

ROLL CALL:

Present and voting:

Theresa Cooper-Gordon	Yes
Michael Falcetti	Yes
Aaron Wilson	Yes

Absent:

Marilyn Sanabria
Timothy W. Purington