

March 8, 2022

The Regular Meeting of the Housing Authority of the Town of Springfield was held at the Westview Community Room at 8:15 A.M.

(A) Roll Call: Present were Mr. Peter Andrews, Mr. Dan Harrington (by phone), Walter Jabs, and Mr. Jeff Perkins.

Staff: Laura Ryan

Guests: Jessica Martin

(B) Minutes: The minutes from the February 8, 2022 regular meeting were approved without change.

(C) Financial Report: The financial will be distributed via email when it is complete.

(D) Old Business:

- (1) Woolson Block: The pop-up businesses have brought in \$1650 in income thus far. The acrobatic gymnastics may enter into a lease – they are discussing the possibility with WBM. The heat & hot water issues appear to be resolved.
- (2) Employee Handbooks: Ethan McNaughton is reviewing sections on vehicle use and drug/alcohol policies.
- (3) Capital Projects –
 - a. Huber – Roofing contract will be awarded 3/14 – there were two bidders. Patriot Roofing was the low bidder & they have excellent references. We hope to complete roofing in time to complete the HVAC work for the state's timeframe.
 - b. Mountain View – work has been tabled for 2022. There were no sub-contractors interested in the entry project. We are hoping that the supply chain & labor market issues will resolve by spring of 2023.
 - c. High Street porches – we will be investigating companies for replacement.
 - d. Whitcomb – Laura has reached out to Steven's and Associates regarding the water issue. Gurney brothers would like the jersey barriers back & we need a permanent solution to avoid future flooding of the 1st floor units.
- (4) Possible MOU with Lincoln Street: The MOU is currently with our attorney for review. The LSI participant agreement was shared. We are hoping that this is a mutually beneficial arrangement.
- (5) Other Business – The sale of 25 Summit Ave. is complete.


(E) New Business:

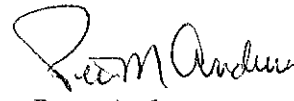
- 1) Request for Donations – Donations in the following amounts were approved:
 - a) SOM/MARC for trees/improvements on the Ellis courtyard, which is heavily used by Ellis residents and theater patrons - \$500.
 - b) Youth Services -- \$100.
 - c) Apple Blossom -- \$250.

- 2) A draft of the Maples audit was distributed by email.
- 3) All signers need to re-do the paperwork for People's Bank. Forms were distributed.
- 4) We continue to advertise for the cleaner/painter position.

(F) Adjournment: The meeting adjourned at 9:30 A.M. The next meeting will be held April 12, 2022 at the Westview Office.

Respectfully submitted,


Laura Ryan
Secretary to the Board &
Executive Director


Peter Andrews
Chairman
Springfield Housing Authority