

April 19, 2022

The Regular Meeting of the Housing Authority of the Town of Springfield was held at the Westview Community Room at 8:08 A.M.

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

Staff: Laura Ryan

Guests: none

(B) Minutes: The minutes from the March 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: It appears that Uplift Gymnastics will be entering into a 1-year lease effective 6/1/22. There are no other prospects at this time. The Vault will be using space to host their annual fundraiser. We have secured a "no trespass" order against E.W. – who has been harassing a current business owner.

(2) Employee Handbooks: Ethan McNaughton is reviewing.

(3) Capital Projects –

- a. Huber – Verizon is scheduled to upgrade their equipment on 6/26 or 6/27. The roofing project is scheduled to begin around 5/1. Prescott Tower Services will be monitoring the work near the cell towers, as required by the lease. The cost for the service is \$8,800.
- b. The grant for installations of EV chargers at Mountain View has been submitted. The up front cost to the property is approximately \$2100. Peter suggested that we have cameras, and signage, installed to monitor activity at the chargers.

(4) Other Business – A draft of the Maples audit was distributed earlier, the final audit is now completed and was presented to the board.

(E) New Business:

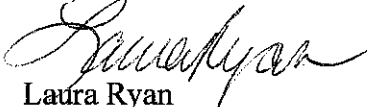
- 1) Request for Donations – Donations in the following amounts were approved:
 - a) Concerts on the Comptu - \$400.
 - b) The Vault - \$100
 - c) Springfield Foster & Adoptive Parents Association - \$100
- 2) Updates to the Admissions and Continued Occupancy Policies (ACOP). Laura reviewed the changes. Most are minor and driven by federal regulation. Biggest changes reflect rules for

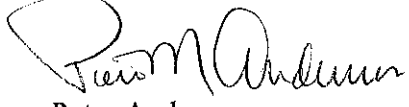
conducting business remotely. Walter Jabs moved that the board approve the ACOP as revised. Seconded by Jessica Martin. Vote was unanimous to approve.

- 3) A revision to the "House Rules and Policies" lease addendum was presented. This is a revision to standardize the rules across SHA properties. For some properties, the changes are minor – others major. The revised document is subject to a 30-day comment period before coming back to the board for final approval. Jessica Martin moved that the board approve the "House Rules and Policies" lease addendum as revised. Seconded by Walter Jabs. Vote was unanimous to approve.
- 4) A new lease addendum was presented. The "Fire Free Housing" lease addendum makes it a material violation of the lease to engage in listed activities that increase fire risk to the properties. The revised document is subject to a 30-day comment period before coming back to the board for final approval. Jessica Martin moved that the board approve the "Fire Free Housing" lease addendum. Seconded by Walter Jabs. Vote was unanimous to approve.
- 5) A revision of the procurement policy was presented. It increases dollar limits to the current federal schedule and limits the authority of the executive director, without board approval. Walter Jabs moved that the board approve the policy as revised. Seconded by Jessica Martin. Vote was unanimous to approve.
- 6) A revision of the capitalization policy was presented. It increases the dollar amount of purchases to be capitalized to \$5,000. Walter Jabs moved that the board approve the policy as revised. Seconded by Jessica Martin. Vote was unanimous to approve.
- 7) A new agency wide Maintenance Plan was presented to the board. It was previously distributed by email. This is a new policy that outlines maintenance expectations for the agency. Jessica Martin moved that the board approve the Maintenance Plan. Seconded by Walter Jabs. Vote was unanimous to approve.
- 8) A revision of the Disposition policy was presented. It revises the monetary figures of the current policy to reflect current values. Jessica Martin moved that the board approve the policy as revised. Seconded by Walter Jabs. Vote was unanimous to approve.
- 9) Other Business:
 - a) SASH nursing hours have been increased from 7.5 hours per week to 10 hours per week at the request of Brattleboro Housing Partnerships, with provides for local oversight of the SASH program.
 - b) Laura applied for a VSHA grant for employee wellness activities.
 - c) Jessica updated on the status of the lighting for the alley shared by the Vault & Huber Building. In 4-6 weeks, the work will begin to install the posts and hang the lights. Painting will be completed in fall, to allow the wood to cure. Eventually, the artwork removed at the time of the EFIS installation will be re-hung.
 - d) Reminder that Green-Up day is May 7th.
 - e) We are still searching for a member for SHU.
 - f) The maintenance position that is currently open has been offered to a candidate, we are waiting for his response.

(F) Adjournment: The meeting adjourned at 9:20 A.M. The next meeting will be held May 10, 2022 at the Westview Office.

Respectfully submitted,


Laura Ryan
Secretary to the Board &
Executive Director


Peter Andrews
Chairman
Springfield Housing Authority