

May 9, 2023

The Regular Meeting of the Housing Authority of the Town of Springfield was held at the Westview Terrace Community Room at 8:05 A.M.

(A) Roll Call: Present were Mr. Peter Andrews, Mr. Daniel Harrington (by phone), Mr. Jeff Perkins and Ms. Jessica Martin.

Staff: Laura Ryan

Guests: none

(B) Old Business:

(1) Woolson Block: We are at full occupancy in both commercial and residential spaces. There are inspections pending by PNC and for the boilers.

(2) Capital Projects –

a. Huber Ventilation Project

i. The project is going well. The first requisition for reimbursement has been approved.

b. The Whitcomb Terraced Garden – we are still waiting for re-assignment by Steven's team.

(3) Development Updates

a. Southridge – Laura will work on potential acquisition of the school owned property.

b. 31 Pearl Street – The town is looking to transfer ownership of the burned-out structure. The home will be a total tear down. Discussion involved the removal of the old home and placement of a modular home on the vacant lot. The goal would be to produce a home ready for homeownership that would qualify for VHFA, or similar loans. A motion was made to accept this property by Jessica Martin. The motion was seconded by Jeff Perkins. All were in favor.

(4) Other Business –

a. Tenant Receivables.

i. Receivables are increasing as we have seen the end of pandemic related assistance, including the end of supplemental food assistance.

(E) New Business:

1) Request for Donations –

(a) Springfield Hospital – Annual Giving – give same as 2022.

2) Other Business:

(a) Acceptance of the SHA audit. The audit was previously distributed by email. Hard copies were available at the meeting. Jeff Perkins moved to accept the FYE 9/30/2022 SHA Financial Statements. The motion was seconded by Dan Harrington. All were in favor.


(b) Change to RAD reserve CD at Mascoma. The current CD at Mascoma was not protected above the FDIC insurance limits. Laura worked with Mascoma staff to

move the funds to an insured CD. This resulted in the loss of interest, however the new CD has a higher interest rate and SHA will recoup the loss.

- (c) Ellis
  - (i) Theater lease extension – Chad has asked for another extension to the theater lease. Initially requesting 20 years, Laura spoke to him and he would be happy to extend the current lease from 2033 to 2038. Laura will prepare the paperwork and extend the lease to 2038 with the current escalator in place.
  - (ii) Parking lot – Steven Greene would like to share the cost of repaving the lot between the parties that use the space. Laura will try to get a written agreement for use of the spaces in return for our contribution.
  - (iii) Dumpster – Steven Greene would like the businesses sharing the lot to contribute to a shared dumpster, which would save space on the lot. We would be open to the possibility.
- (d) Approval of the revised policy manual for Mountain View Apartments. This was distributed by email. The changes reflected Violence Against Women Act regulations – that we were already complying with. Jessica Martin moved that the policy manual be approved as revised. The motion was seconded by Jeff Perkins. All were in favor.
- (e) Approval of the Emergency Transfer Policy. This was distributed by email. This is an entirely new policy reflecting a requirement of the Violence Against Women Act. It states how emergency transfers are to be handled and in what priority. Jeff Perkins moved that the policy be approved as presented. The motion was seconded by Jessica Martin. All were in favor.
- (f) The Board entered executive session to discuss applications for the position of Resident Commissioner at 8:40 am. The Board left executive session at 8:51. Laura was instructed to reach out to the candidates as directed in executive session.

(F) Adjournment: The meeting adjourned at 8:51 A.M. The next meeting will be held June 13<sup>th</sup> at the Westview Office immediately following the SHU meeting.

Respectfully submitted,



Laura Ryan  
Secretary to the Board &  
Executive Director



Peter Andrews  
Chairman  
Springfield Housing Authority