

September 12, 2023

The Regular Meeting of the Housing Authority of the Town of Springfield was held at the Westview Terrace Community Room at 8:23 A.M.

Roll Call: Present were Mr. Peter Andrews, Mr. Jeff Perkins, and Ms. Mimi Yahn (by phone).

Staff: Laura Ryan

Guests: none

Old Business:

(A) Minutes: The minutes from the August 8, 2023 regular meeting were approved without changes.

(B) Financial Report: The financial report was distributed by email.

(C) Woolson Block: We discussed issues related to the PNC benchmarks and achieving "stability" due to differences in the actual expenses vs. the original, pre-construction proforma. It is unlikely that we will be able to meet them for the foreseeable future.

(D) Capital Projects –

a. Huber Ventilation Project

i. Still have testing, balancing and painting remaining. There has been difficulty contacting the contractors for completion. Laura will contact Jerry Weubbolt about our options.

b. Whitcomb Stormwater

i. Gurney Brothers has requested their concrete barriers back. We have decided to use steel planters, for water re-direction, in their place. Pete suggested we install more planters in the front of the building to provide for some protection, from motor vehicles, in that area as well.

(E) Development Updates

a. Summit Ave. – RVTC should begin building with the school year starting.

b. Southridge – Tabled until March 2024 town meeting.

c. 31 Pearl Street – Transfer of the property is complete. We will complete demolition as soon as we are able to secure a contractor.

d. South Street – Rural development has indicated they are looking for an appraisal, before issuing their decision on permitting a "partial release", which would permit the development of the other half of the property. This has been scheduled for 9/14.

(F) Other Business –

a. Tenant Receivables. Receivables are stabilizing. Mountain View has 1 non-payment eviction heading to court.

(E) New Business:

1) Request for Donations –

- (a) Friends of Springfield Town Library - \$100
- (b) Rotary Penny Sale -- \$100
- (c) Springfield on the Move -- \$300

2) Other Business:

- a. Civil Rights Certification – 2020, 2021, 2022, 2023, 2024 – the HUD form was read, and Jeff Perkins moved that the board resolve to “carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement and by maintaining records reflecting these analyses and actions.” The motion was seconded by Mimi Yahn. All were in favor.
- b. Hiring for PT position – Whitcomb & Huber: The position was offered and we are waiting to see if the applicant accepts the position.
- c. Holiday plans for 2023 – Laura will poll the staff.
- d. Scholarship Applicants were awarded \$1000 each.
- e. Schedule of maintenance charges – The schedule was revised, with many items reflecting “current market value” vs. a set charge. This is due to the volatility of current prices and is fair to the residents – as we pass exact expenses directly to them. Residents are only charged for damages they cause, and not resulting from “normal wear and tear”; or tenant requested services. Maintenance hourly rate was increased to reflect costs. Jeff Perkins moved to accept the revised schedule of charges. Mimi seconded. All were in favor.

(F) Adjournment: The meeting adjourned at 8:57 A.M. The next meeting will be held October 10th at the Westview Office.

Respectfully submitted,



Laura Ryan
Secretary to the Board &
Executive Director



Peter Andrews
Chairman
Springfield Housing Authority