

December 12, 2023

The Regular Meeting of the Housing Authority of the Town of Springfield was held at the Westview Terrace Community Room at 8:41 A.M.

Roll Call: Present were Mr. Peter Andrews, Ms. Jessica Martin, Mr. Jeff Perkins and Ms. Mimi Yahn. Dan Harrington joined the meeting by phone at 8:42am.

Staff: Laura Ryan

Guests: none

Old Business:

(A) Minutes: The minutes from the November 14, 2023 meeting were approved, with a change to the date.

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

(C) Woolson Block: We discussed issues in the YIT program – ongoing vacancies are problematic. Both the other residential units & commercial spaces are at full occupancy. The rent for 2023 was paid in full by WBM. Uplift has renewed their lease for 1 year; Shear Beauty has renewed for 3 years.

(D) Capital Projects –

a. Huber Ventilation Project

i. Still have testing, balancing and painting remaining. Painting the ductwork is almost completed. We hope to have the system running soon.

b. Whitcomb Stormwater / Roof

i. Roof bid packets will go out in January.

ii. No news on the stormwater project.

(E) Development Updates

a. Executive Session – 8:23am Mimi Yahn moved that we enter executive session to discuss real estate, the motion was seconded by Sue Dowdell. All were in favor. 8:41am Mimi Yahn moved to exit executive session, the motion was seconded by Tom Yenerell, all were in favor.

b. Summit Ave. – RVTC home is under construction.

c. Southridge – Tabled until March 2024 town meeting.

d. 31 Pearl Street – We have a couple of dates for demolition but it should be down by the end of the year.

e. South Street – Rural development has not been in communication with us.

(F) Other Business –

a. Tenant Receivables. The tenant under eviction at Mountain View has been making payments into court. The Huber building has one eviction moving forward.

(E) New Business:

1) Request for Donations –


- (a) Springfield Area Foster Parent Association - \$100
- (b) Springfield Hospital -- \$250

2) Other Business:

- a. Establish the utility allowances for 2024. Mimi Yahn made a motion to approve the utility allowance schedule developed by VSHA. The motion was seconded by Jeff Perkins. All were in favor.

(F) Adjournment: The meeting adjourned at 9:06 A.M. The next meeting will be held January 9, 2024 at the Westview Office.

Respectfully submitted,



Laura Ryan
Secretary to the Board &
Executive Director



Peter Andrews
Chairman
Springfield Housing Authority