Meeting was called to order at 6:30 p.m. with Vice Chairperson Edward Swinicki presiding.

Roll Call: Jane Kovalski, Jim Boyle and Betty Burnham Board Members, Deborah Walker, Director were present. Board Chairperson Nancy Flavin was absent.

Betty Burnham made a motion to accept the Minutes of the regular meeting held on January 9, 2017 motion was seconded by Jane Kovalski. Motion passed unanimously.

Betty Burnham made a motion to accept the January 31, 2017 Financial Report and seconded by Jim Boyle. All in favor; none opposed Motion passed unanimously.

Old Business:

Discussion of removed light pole located on Allen Street corner of Tower Lane was discussed. The light was removed by a previous EHA employee. The pole is part of the update to all street lights at Cliffview Manor in the CIP 2018 which has been approved. To re-install only this one light would be very costly and would have to be paid for out of EHA operating funds. The light will remain as is and will be re-installed under Capital Improvements in 2018.

Bi-annual rent redetermination change is on hold until Executive Director has the opportunity to talk with other Directors on the pros and cons of this procedure going from annual to bi-annual. Having talked with two other Directors and DHCD project managers it may not prove useful at EHA.

New Business:

Approval of 2017 Lawn care Contract – Betty Burnham made a motion to accept the second lowest bidder, Spring Valley, for a 2 year contract for EHA Lawn care due to the first lower bidder, Gleason-Johndrow Landscaping, having previously performed lawn care at EHA and service was not satisfactory. Executive Director and Maintenance Supervisor were
not aware of this information until after bids came back. If this information had been known prior to bids going out this company would not have been included in the bid process. Jim Boyle seconded the motion to select second lowest bidder for EHA Lawn care contract, all in favor, none opposed. Motion passed unanimously. Spring Valley will be awarded a two year contract where price will remain the same for each year.

Approval of 2017 Waste Removal Contract-Jane Kovalski made a motion to accept the lowest bidder, Republic for a 2 year contract (price remains the same for each year). Discussion had on the number of bids sent out and responses. Betty Burnham seconded the motion to accept the lowest bidder, Republic for a 2 year contract, all in favor, none opposed. Motion passed unanimously.

Notification received from DHCD that EHA 2017 Operating Budget was approved.

Betty Burnham made a motion to accept and approve the Quarterly, 12/31/2016), Operating Statements as presented. Discussions. Jane Kovalski seconded the motion to approve 12-31-2016 Operating Statements, all in favor, none opposed. Motion passed unanimously.

DHCD issued PHN 2017-03 –pertaining to #667 sites with emergency pull cords. Directive to remove such pull cords systems upon vacancies and during remodeling projects. EHA had implemented this practice 2 years ago.

EHA has been notified by NuGen that the Pittsfield solar farm project is 100% complete. EHA should start receiving net metering credits by middle of March 2017.

Discussion of computer notebooks for maintenance staff for processing work orders, inspections, taking pictures etc. Once the PHA Network can implement this system, presently PHA is not compatible, EHA will purchase tablets. Other LHAs are presenting using this system. One such is Greenfield Housing Authority. Tim Daley will visit GHA once the snow weather is over and review the process with their maintenance personnel. Bruce Burdick, Facilities Management Specialists, from DHCD highly recommended this citing better control, less paperwork, more efficient and green.

Move out resident credit. A motion was made by Betty Burnham to approve the return of $713.12 to Brian Debettoncourt who moved out of a unit at
Dickinson Court on 1-30-2017. Jane Kovalski seconded the motion, all in favor, none opposed. Motion passed unanimously.

**Executive Director’s Report**

Executive Director is scheduled for surgery in April 2017 with the possibility of recovery time being 6-8 weeks. Director is on a waitlist for any cancellations in order to have surgery in March 2017. Betty Burnham has volunteered to come in each week for 15-20 hours during Executive Director’s absence to assist in the EHA office. DHCD is aware of plan and has agreed with this coverage.

ED was to attend a Violence Against Women Act (VAWA) workshop on 2-9-2017 at HHA. This workshop was cancelled and will be held Thursday, February 16, 2017. ED will be attending as there are some changes pertaining to state housing.

State Issue Forum scheduled 2-16-2017 to be held at Agawam Housing Authority was cancelled and is to be rescheduled.

Continual issues with unknown people smoking on the grounds at Dickinson Court, this will be addressed with cameras monitoring the area in question.

A Physical Eviction was carried out at Sunset Avenue in Glad Acres on 1-20-2017, after which a threat was made in writing towards the Director. EPD was notified and a No Trespass Order was issued on the evicted tenant.

An apology letter was read by the Executive Director which was received from a tenant’s family member that came to the EHA office on two occasions, in one day, with complaints and threats that were unjustified. The behavior of this person was unprofessional and abusive at which time the person was asked to leave the office. Director only shared this information with the Board so members could be aware of some uncomfortable situations that occur within the office which may become the talk of the city or the internet. It was nice to receive the apology from someone that had a really bad day and directed his negative attention in the wrong place.

There were 7 vacancies in January 2017 due to #667 - 2 deaths, 2 nursing homes, 2 moving closer to family and #200- 1 eviction.
Betty Burnham made a motion to sign and accept the February 13, 2017 Warrant, Motion seconded by Jim Boyle. All in favor none opposed.

Jane Kovalski mad a motion to adjourn and was seconded by Betty Burnham. All in favor none opposed.

Respectively submitted,

Deborah Walker, Secretary