



**HATFIELD HOUSING AUTHORITY** 11/29/2022 @ 11:55 AM  
**2 SCHOOL STREET**  
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**AN EQUAL HOUSING OPPORTUNITY**

*REGULAR MEETING HELD TUESDAY, September 20, 2022, HELD AT 2 SCHOOL STREET, HATFIELD, MASSACHUSETTS, and virtually due to the COVID-19 pandemic.*

Meeting was called to order at 6:00 P.M. with Chairperson John Wilkes presiding.

Roll Call: Chair John Wilkes, Judy Schell, Alex Malinowski, Mike Hogan, and Brenna Duquette/Executive Director. Christopher Smith present after roll call (virtually). Tenants present were Nancy Broussard, Roland Laurin and Jackie Courchesne.

Citizens Speak:

Judy Schell made a motion to accept the minutes of the special meeting held August 30, 2022, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

There was a brief discussion of the financial reports as of August 31, 2022. The Director spoke about the current accounts receivables balance; \$341.00 is due to the death of a tenant and the remaining balance is due to non-payment of rent which is being addressed through Housing Court. Judy Schell made a motion to write-off a portion of tenant accounts receivables balance in the amount of \$341.00, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously. Chair Wilks proposed using the remaining \$1,980.00 of the extraordinary maintenance funds. The other members felt that it would be prudent not to do so before we end this fiscal year. The Director added HHA's finances as of August 31<sup>st</sup> does not include the \$10,000.00 payment from DHCD which was received on September 19, 2022. Christopher Smith discussed HHA buying and extended warranty for the washing machines in the Community Building. The Director will make inquiries about whether this is a possibility. Judy Schell made a motion to accept the August 31, 2022, financial reports, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Alex Malinowski made a motion to review, approve, and sign payroll, time sheets, accounts payable, and the September 20, 2022, Warrant, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

**Old Business:**

The Director previously distributed a copy of the Emergency Plan draft to members and asked for their feedback. Chair Wilkes made some minor changes to the "Bomb Threat" section of the plan. There was also a discussion as to where the evacuation assembly point on 10 West Street would be, inside one of

the businesses or in the parking lot? There should also be some clarification on who transports those residents that do not have their own vehicle. The Director took some of this information from the Town's Comprehensive Emergency Management Plan, so she will reach out to the Town for the necessary clarifications before presenting the final draft to the Board.

Project #127036, Repaving of the Parking Lot: The Director provided the Board with updates. A vendor was hired to scope the piping on the east side of the property where the sidewalk heaved last winter. The vendor found no issues in HHA's piping that would lead to the heaving of the sidewalk in that area. The Director is seeking to extend the warranty period of the project to ascertain whether this heaving will occur again this coming winter. The Director also informed the Board of a separate sidewalk issue on the opposite side of the property, where the sidewalk is pitched incorrectly causing water to pool in one area. This will be a health and safety issue during winter months. JL Construction, the contractor responsible for the construction of the sidewalks, proposed a drain be added in the area to alleviate the water pooling, a change order that came to approximately ten thousand dollars. The Director does not feel the Housing Authority should be liable for payment of this drain. An independent contractor will conduct a survey of the area in question. If it is found that the elevation of the sidewalk in question is higher than the original sidewalk, JL Construction will incur the costs to repair this error in construction.

The Director proposed the Community Room policy be amended to include the prohibition of alcohol consumption in the Community Building unless a certificate of liability is provided to HHA upon reservation of the Community Room for an event. The Director had added a clause for tenant reference; an agent out of Amherst Insurance whom Judy Schell contacted, and who graciously agreed to draft certificates of liability for residents when need be. The Board agreed "or insurance company of your choosing" should be added to the verbiage of this clause. Judy Schell made a motion to accept the amendment of the Community Room policy, contingent on the additional verbiage being added, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

The Director presented the Board with two options for amending the current grill policy, one included allowing a communal grill powered by propane, the other a communal grill powered by charcoal briquettes. The Director had also reached out to other LHAs as to what their grill policies were and received mixed responses; some did not allow grills, some allowed charcoal but not propane powered grills, and some allowed propane powered grills only. The Board decided a propane powered grill was the safest option. Some changes were made to the language of the policy. Mike Hogan suggested a yearly grill inspection be mandated. Research will be done on which grill will be purchased and the language of the policy will reflect changes discussed by the Board before a final policy is voted upon.

#### **New Business:**

Report from tenant meeting held September 12, 2022: The repair of HHA's outside water spigots was discussed. Again, Judy Schell explained HHA has not received the funding for this project yet.

Project #127048, Emergency Generator: This project is almost completed so CDS unlimited provided payment application #2 in the amount of \$40,549.48. Confirmation of the completion of punchlist items by Hesnor Engineering is still necessary, but HHA will have the 5% retainage remaining until that confirmation. Mike Hogan questioned whether Hatfield's plumbing inspector or fire department gets involved before the project is considered completed. Judy Schell made a motion to approve payment application #2 in the amount of \$40,549.48, seconded by Mike Hogan. All in favor, none opposed. Motion passed unanimously.

Gary DePace asked that the Board vote on reallocating the thirty thousand in HHA funds – originally put aside for the parking lot project but went unused – to spend on a unit renovation. One of three current vacancies requires a complete renovation, and the Director proposed the thirty thousand dollars go to that renovation. Mike Hogan would like the Director to have a discussion with Shea Landscaping LLC before the Board voted to ensure that HHA did not owe him payment for materials purchased before HHA had to postpone the landscaping project due to the unusually high number of vacancies.

PHN 2022-11: New Agreed Upon Procedures (AUP) requirement for Section 8 New Construction Substantial Rehabilitation (S8 NCSR) properties

PHN 2022-12: Updates to c. 167 and c. 689 Housing Contracts

PHN 2022-13: Mandatory Data Reporting

PHN 2022-14: Resident Service Coordinators Notice of Funding Availability (NOFA) – Chair Wilks asked the Director to investigate working with other small LHAs in the area in acquiring a position for a “floating” RSC.

**Report of the Executive Director:**

The Director proposed the monthly tenant meetings cease until the tenants choose to form an official Local Tenants Organization (LTO). The reasoning behind the discontinuation includes, but not limited to, unproductivity, unreasonable requests, and inappropriate or rude behavior towards Judy Schell and the Director. The Director noted that Judy has volunteered her time and should no longer be subjected to such a blatant misuse of time. Should tenants have something they wanted to discuss with the Board, they would come to the Director and be put on the Board’s agenda. Alex Malinowski thanked Judy for all her time spent and trying to be a helpful liaison between tenants and the Board. Mike Hogan echoed this sentiment. The Board agreed these meetings would cease. The Director also proposed a reorganization of the way “Citizens Speak” occurs. She suggested that prior to a meeting, a tenant must come to her with what they wish to discuss with the Board and if it is in fact a Board issue, they will be put on the agenda under Citizens Speak. The idea is to eliminate any comments that are not a Board issue, any comments which have been discussed at previous meetings, and to minimize extra time spent on irrelevant topics. The Board did not agree with the Director’s proposal and the structure of Citizens Speak will remain as.

People’s United Bank is now M&T and HHA’s savings account number has changed. All other aspects of HHA’s banking remains the same.

\$28,799.00 of ARPA funding was allocated to painting all the common hallways. The Director would like to reallocate this funding for vacancies but has not received an answer on whether this is possible. Will keep the Board informed when new information becomes available.

**OTHER BUSINESS - Consideration of any matter not known about or which could not have been reasonably foreseen within 48 hours of this meeting.**

The Director asked that the Board vote on the July 19, 2022, meeting minutes. Judy Schell made a motion to accept the July 19, 2022, minutes, seconded by Mike Hogan. Vote passed 3-0, with Christopher Smith and Alex Malinowski abstaining.

**Motion to Adjourn**

Motion to Adjourn was made by Mike Hogan, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Respectfully Submitted,

Brenna Duquette, Secretary