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AN EQUAL HOUSING OPPORTUNITY

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REGULAR MEETING HELD TUESDAY, October 18, 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, Mike Hogan, Christopher Smith (virtually), and Brenna Duquette/Executive Director. Member absent was Alex Malinowski. Tenants present were Nancy Broussard and Madelyn McRae.

Citizens Speak:

Nancy Broussard questioned if the installation of bathroom fans in all units would still occur and if so, when. The Director informed Nancy the project has received funding and the next step is a DHCD engineer designing the plans, at which point the project will have to go out to bid. Therefore, the project is going to move forward, but with no known timeline yet.

Judy Schell made a motion to accept the minutes of the regular meeting held September 20, 2022, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

The financial reports as of September 30, 2022, were not available. The Director explained the Housing Authority's bank, which is now M&T Bank, lost one of the September rent deposits in the amount of approximately \$7,800.00. As such, fee accountant Gary DePace was unable to reconcile the accounts for September 30, 2022, which included year-end statements. Mike Hogan would like M&T Bank to write a letter addressed to HHA holding themselves accountable for this serious error. No action was taken for September 30, 2022, financial reports due to the M&T Bank issue.

There was a brief discussion of the October 18, 2022, Warrant report. Atypical payments were made to CDS Unlimited, Suburban Propane, and W.P.I. Construction Inc., all of which were a part of capital improvement projects and therefore HHA was reimbursed by DHCD for these payments. Judy Schell made a motion to review, approve, and sign payroll, time sheets, accounts payable, and the September 20, 2022, Warrant, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

Old Business:

During September's meeting, there was a discussion as to where the evacuation assembly point on 10 West Street would be and how tenants would be transported to 10 West Street if they did not have a vehicle. The Director obtained clarification on these items: the 10 West Street evacuation assembly point is outside, in the parking lot of the businesses. It is the responsibility of the Housing Authority to

coordinate with the Council on Aging to provide safe transportation for those residents who do not own vehicles. The Director will reach out to the Director of the COA to discuss this in further detail. The question of a tenant roster being made available in the event of an emergency arose. Emergency personnel will be provided an updated list of the tenants and their unit numbers. HHA's maintenance personnel also has a list of the tenants. The Board anticipates being able to vote on a final draft of the Emergency Plan during November's meeting.

The Board had previously requested the Director get clarification on whether HHA owed Shea Landscaping for materials purchased for the landscaping project that was scheduled for Fall 2022, but ultimately had to be put on hold due to the high number of current vacancies. The Director spoke with the owner of Shea Landscaping who assured her no monies were owed. The Director explained the thirty thousand dollars would be incorporated into the CIP and used for the renovation of a unit which had been occupied for over twenty years and desperately needed the renovation. Bids for unit renovations have been typically \$32,000.00 - \$34,000.00, so this reallocation of the unused parking lot funding will cover most of the funding for this unit renovation. Judy Schell made a motion to reallocate the parking lot funding, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

The Director distributed a copy of the HHA By-Laws including revisions made during the August Special Meeting. Christopher Smith proposed some additional changes following the August Special Meeting. Judy Schell made a motion to accept the amended By-Laws, including the additional changes made by Christopher Smith, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

New Business:

Project #127048, Emergency Generator: The Board was presented a copy of the Certificate of Substantial Completion (CSC). The Director also informed the Board of a Change Order for time was proposed. Chair Wilkes asked if there was a year warranty for the generator; there is. Judy Schell asked the Director to inquire about a separate manufacture's warranty. The Board would also like verification that all permits and inspections were performed as needed in anticipation of the Certificate of Final completion being presented. Judy Schell made a motion to approve the CSC and CO for time, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

HHA received one (1) bid for the 2022-2023 snow removal, the sole bidder being Shea Landscaping, LLC. Shea Landscaping was awarded the snow removal bid last year, and the Director was overall pleased with the service HHA received. Judy Schell made a motion to accept Shea Landscaping's 2022-2023 snow removal bid, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

The Director had minor issues with People's United Bank but since People's United was bought by M&T Bank the issues have been exacerbated. Aside from the almost eight-thousand-dollar deposit lost (discussed earlier in the meeting), there has been a multitude of returned checks to which M&T employees explain why the checks were returned or offer a solution, as well as other problematic aspects of banking with M&T. The Director estimated that within the past two weeks alone, fifteen hours of her time have been spent dealing with banking issues. The Director proposed HHA move accounts to Easthampton Savings Bank. Following a brief discussion of the benefits of Easthampton Savings Bank, Judy Schell made a motion to approve changing HHA's banking from M&T Bank to

Easthampton Savings Bank, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

PHN 2022-15: Vacancy Waiver Policy Update

PHN 2022-16: FY2023 Budget Guidelines: The biggest change for the FY2023 budget is a nine percent (9%) increase in the ANUEL over FY2022's budget due to the increase in labor and materials costs LHAs are experiencing.

PHN 2022-17: Fire Alarm Testing and Maintenance Requirements

PHN 2022-18: State Units Federalization NOFA

PHN 2022-19: NCSR Recapitalization NOFA

PHN 2022-20: Repositioning NOFA

PHN 2022-21: Preservation and Modernization Resources for LHA-owned Section 8 NCSR Developments

Report of the Executive Director:

The Director had previously proposed reallocating \$28,799.00 in ARPA funding for vacancies. This funding has already been given a fish number in HHA's CIP and therefore will remain as is, which is funding for painting of all stairwells.

The Board was given the year-end energy reports. There was a brief discussion comparing last year's year-end reports, which are lower than 2022s.

The Board was given the quarterly vacancy report. There were four (4) vacancies this quarter, with one (1) being filled as of September 12th.

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 if the Board would be opposed to a change in the laundry policy – specifically regarding the quarter collection – as she would like to make quarters available for tenants from her office, noting tenants have been either having a hard time getting quarters or do not have vehicles to do so. The Board agreed. The Director will draft an amendment to the policy to present during November's meeting.

Motion to Adjourn

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

Respectfully Submitted,

Brenna Duquette, Secretary