



**HATFIELD HOUSING AUTHORITY**

**2 SCHOOL STREET**

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**AN EQUAL HOUSING OPPORTUNITY**

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Assistant Town Clerk

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*REGULAR MEETING HELD TUESDAY, January 17, 2023, 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, Alex Malinowski, Mike Hogan, Christopher Smith (virtually), and Brenna Duquette/Executive Director. Member absent was Judy Schell. Tenants present were Nancy Broussard, Roland Laurin, and Jackie Courchesne.

Citizens Speak:  
Nothing at this time.

Mike Hogan made a motion to accept the minutes if the regular meeting held December 20, 2022, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

There was a brief discussion of the financial reports as of December 31, 2022. Chair Wilks noted a deficit in rent collection; this is attributed to the high number of vacancies HHA has experienced since September 2022. An increase in interest rates was also noted. Chair Wilkes surmised that the quarterly financial reports mirrored the December 31<sup>st</sup> reports; all members agreed. Mike Hogan made a motion to accept the financial reports as of December 31, 2022, including the quarterly financial reports, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Mike Hogan made a motion to review, approve and sign payroll, time sheets, accounts payables, and the January 17, 2023 Warrant, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

**Old Business:**

The Director attended the Board of Selectmen's meeting held January 10, 2023, where she presented the final draft of HHA's Emergency Plans and Procedures. Christopher Smith questioned what would transpire once residents of Capawonk were shuttled to the 10 West Street evacuation point in the event of a Town-wide evacuation. The Director explained this was not clear per the Town's Comprehensive Emergency Management Plan (CEMP) and that question would be better addressed by the Town's CEMP Board. Mike Hogan made a motion to approve the final draft of HHA's Emergency Plan and Procedures, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

The Director presented the Board with the Certificate of Final Completion (CFC) from CDS Unlimited for project #127048: Emergency Generator for Backup Power. The CFC also includes payment for the final retainage of \$5,395.00. Mike Hogan made a motion to accept the CFC including payment to CDS Unlimited in the amount of \$5,395.00, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

The Director presented the Board with a Work Order draft for project #127051: Sustainability Upgrades. The scope of work includes the installation of new bathroom fans and the venting of existing hoods over kitchen stoves. The Work order projected costs of \$435,000.00 for the project. The Director pointed out the obvious discrepancy in funds awarded to HHA for this project (\$173,00.00) and the projected construction cost of \$435,000.00 to DHCD's Sustainability department who then committed to allocate the necessary funding to complete the entirety of the project.

**New Business:**

PHN 2022-22: State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Period – 11-17-22 to 11-17-23 is an overview of the Insurance policy for the aforementioned dates.

PHN 2022-23: Attestation Form for Nonpayment Notices to Quit

The Director provided the Board with a copy of the Hampshire Gazette news article regarding the creation of an Affordable Housing Trust within the Town of Southampton. Southampton's Housing Authority partnered with Community Preservation and the State of Massachusetts to secure the funding and establishment of the Affordable Housing Trust. Chair Wilkes would like to investigate the potential for Hatfield to create a similar trust for future affordable housing in Hatfield. The Board had a brief discussion regarding the use of CPA funds for the Housing Authority. Christopher Smith questioned whether a portion of CPA funding was allocated for housing; Chair Wilkes, who sits on the Community Preservations' Board, confirmed this. Christopher Smith suggested HHA utilize those funds for projects. The Director explained there are specific guidelines for applying for the CPA funding and current projects at the housing authority did not meet the requirements for CPA funding but will review the guidelines again. Mike Hogan asked the Director to survey tenants for their input on what improvements could be made to HHA.

**Report of the Executive Director:**

The Director presented the Board with the quarterly energy reports. No further discussion.

The Director presented the Board with the quarterly vacancy report. There have been four (4) vacancies this quarter; one is leased up and three (3) are currently vacant (although, HHA will be down to two (2) vacancies by February 1, 2023. The Director explained the most recent vacancy needs a complete rehab, but HHA does not have the funding to do so either through operating reserves or the CIP. Therefore, this unit is expected to remain vacant until funding is secured.

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

A walkthrough with contractors and a representative from Eversource will take place on Friday, January 20, 2023, in anticipation of bids for the installation of air source heat pumps at HHA.

Project #127036: There has been no progress in the resolution of the drainage issue due to in the replacement of a portion of sidewalk with the repaving of the parking lot. DHCD was not comfortable with the pricing of the installation of a drain, citing it was very high. So, the contractor will be supplying all parties with several options, including some more cost effective.

There was a brief discussion about project #127040: Siding of the Community Building. The Director contacted HHA's attorney, John Libel, regarding the funds withheld due to unacceptable workmanship by the contractor hired for this project. Attorney Libel cautioned that the statute of limitations for a contract is six (6) years.

Christopher Smith spoke with a tenant about a plumbing issue in which a second-floor apartment can cause a drain to back up in the first-floor unit below. The Director informed Christopher Smith that HHA is aware of the issue, as is the plumber HHA contracts, and the necessary repairs will be completed as soon as possible. Christopher Smith asked if this repair would utilize the maintenance repair budget, or if it would be a larger sum of money. The Director informed Mr. Smith the backup is only occurring in one (1) building and Contact Costs would be used to fund the repairs. The Director added that all HHA's plumbing is original to the buildings and should be replaced, but that is not a feasible cost HHA can incur at this time as the generator project took all available funding from the CIP until 2025.

Christopher Smith brought up the crosswalks on School Street and the possibility of adding speed bumps to deter drivers from speeding through the crosswalk. Alex Malinowski noted that the posted speed of the whole street would have to change to accommodate speed bumps and that the bumps would cause issues for the Town's DPW employees when they plow. The Director stated that HHA does not own School Street, the crosswalks, or crosswalk signs, and this was a matter for the Town, not HHA.

### **Motion to Adjourn**

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

Respectfully Submitted,

Brenna Duquette, Secretary