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REGULAR MEETING HELD TUESDAY, February 21, 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, Judy Schell, Christopher Smith (virtually), and Brenna Duquette/Executive Director. Tenants present were Nancy Broussard, Roland Laurin, and Jackie Courchesne. Member Mike Hogan joined the meeting after roll call.

Citizens Speak:
Nothing at this time.

There was an error in the agenda which stated the minutes of the January 17, 2022 meeting minutes were to be reviewed rather than the January 17, 2023 meeting minutes. Alex Malinowski made a motion to accept the minutes if the regular meeting held January 17, 2023, seconded by Christopher Smith. All in favor; none opposed. Motion passed 3-0 with Judy Schell abstaining.

There was a brief discussion of the financial reports as of January 31, 2023. The Director noted the checking account with M&T Bank is still open at this time due to the delay in changing account information with the State, which affects HHA's reimbursements from DHCD. This matter has been resolved as of February 15th and the M&T checking account will be closed. Chair Wilkes voiced concerns about the MMDT investment account making no gains from December 2022 to January 2023; this was a minor oversight in accounting. Actual month-to-date portfolio distributions were \$202.05. As noted in recent meetings, HHA continues to be behind on tenant rent collection due to vacancies; HHA currently has two (2). There is also a concern about the contract costs budget, which is over \$2,802.00 as of January 31st. The Director will monitor this line item closely, but a budget revision may be necessary. Chair Wilkes would like to have a comparison between Eversource's supply costs and the Town's energy supplier. Judy Schell made a motion to accept the financial reports as of January 31, 2023, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

There was a brief discussion about the January 17, 2023 Warrant report. Specifically, the services rendered by Fire Equipment Incorporated versus Fire Fighting Equipment Co., as well as services provided by Intercept of Florida, HHA's answering service. Alex Malinowski made a motion to review, approve and sign payroll, time sheets, accounts payables, and the January 17, 2023 Warrant, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Old Business:

Project #127036: Repaving of Parking Lot – JL Construction Corp. provided HHA with two (2) change order options for the installation of a catch basin necessary to mitigate a water pooling issue in one area of the new sidewalks. Option one (1) uses a traditional concrete catch basin at an estimated cost of \$38,508.08. Option two (2) uses a smaller, lighter nyloplast yard drain at an estimated cost of \$32,641.78. The Board was presented with both change order options, the breakdown of estimated costs, and the explanation of the differences between the two options which was provided by Dan Boulais of Tighe & Bond. Upon review, Alex Malinowski voiced concerns about the size of the equipment that would be used, sentiments echoed by Mike Hogan who added this equipment could damage the new parking lot. With regards to the additional funds needed to install the catch basin, Mike Hogan questioned whether it has been confirmed that DHCD is to supplement the change order. The Director has not seen this in writing and therefore would not say it is confirmed. All members agreed more specifics were needed regarding the construction phase as well as confirmation DHCD will be funding the change order in its entirety. Based on these concerns, Judy Schell made a motion to table the change orders until March's meeting, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

Project #127040: Community Building Siding – DHCD confirmed HHA will not be reimbursed if the retainage for this project is expended for necessary repairs. The Director also made the Board aware of a new issue: the siding has begun to ripple on the North side of the Community Building. There was a brief discussion as to the cause of the rippling, which is unclear at this time, but it is apparent Dean Couture will not be returning to make repairs if it is found that improper installation is causing the ripples. The Director intends to contact the manufacturer of the siding in hopes of reaching a solution through that avenue.

New Business:

Project #127056: Unit 6A Renovation – Bids were received, with low bid in the amount of \$42,712 by General Contracting Solutions Inc. HHA has worked with this contractor on a previous unit renovation and was satisfied with the quality of the work performed. The Director recognized that the low bid was \$12,712 over what HHA had budgeted for the project and offered her solution. DHCD has a "Vacant Unit Program" which can award up to \$65,000 in funding per vacant unit if LHA meets all the requirements for the program. HHA does meet the requirements, so the Director has applied for this funding in hopes of supplementing this project as well as second vacancy which needs renovation. Mike Hogan questioned whether HHA can ask for a "best and final price" from General Contracting Solution, Inc. before the Board voted to approve their bid. The Director was unsure if this is permissible by law and would have to make an inquiry, but stressed this would make the unit vacant for yet another month and another month of lost rental income. The board was more concerned about the prospect of a better bid price than the loss of income. Judy Schell made a motion to table the vote on low bidder, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

The Director presented the Board with a draft of HHA's submission for the Town Report. She asked if any members would like to add or revise the report they contact her before March 15th, the deadline for submission to the Town.

Report of the Executive Director:

DHCD's FYE 2022 Performance Management Review (PMR) has been completed. HHA's Housing Management Specialist (HMS) has provided all Board members with a copy of the report following the PMR. The Director noted that this year is a "published" year for HHA; the report from the PMR is made public and included in the 2023 Annual Plan. The Director also noted the PMR has changed the criteria to focus more so on the conditions of the facility and units rather than emphasizing administrative reports. HHA has a new Facilities Management Specialist (FMS); this was his first time at HHA and gave nothing but high reviews for the property and maintenance.

"Tenant Surveys" was an error on the agenda, which should have read "Tenant Emergency Flipbooks." The Director presented the Board with the finalized 'flipbook' of HHA's emergency plans and procedures which will be distributed and discussed with all tenants.

Christopher Smith had requested copies of the service contracts for HHA's on-call plumber and electrician, which the Director provided all members with. Mr. Smith questioned the nature of the payment for services and what the scope of the services were. The Director explained these service contracts go out to bid with requests for hourly rates and on-call emergency rates, defined as: after-hours, weekend, and holidays. The contractors are not provided a scope of work because there are no set scopes of work for plumbing and electrical issues. The Director noted designing contracts and procuring bids is not within the Board's role.

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

Mike Hogan requested a moment of the Board's time to announce, with a heavy heart, he will not be seeking reelection when his term ends in May of this year. Mike read a thoughtfully written letter outlining the causes for not seeking re-election; this letter is available for review upon request at the Director's office. Mike was a true asset to the Housing Authority, the Board, and the tenants of Capawonk. Mike's contributions to the progress of HHA during his time served as a board member are irrefutable. Chair Wilkes, Alex Malinowski, Judy Schell, and the Director all voiced their appreciation for Mike and what a pleasure it has been to work alongside him for the betterment of the housing authority and the tenants of Capawonk.

Christopher Smith again brought up the plumbing issue of building one (1), asking if the Director was aware of any other buildings with the same issue. The Director is not aware of the issue occurring elsewhere on the property currently. Mr. Smith suggested plumbing upgrades be considered for HHA's future budgets.

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