

2/15/24 @11:48 AM



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AN EQUAL HOUSING OPPORTUNITY

REGULAR MEETING HELD TUESDAY DECEMBER 19, 2023, HELD AT 2 SCHOOL STREET, HATFIELD, MASSACHUSETTS.

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

Roll Call: Chair John Wilkes, Judy Schell, Christopher Smith, and Brenna Duquette/Executive Director. Member absent was Alex Malinowski. Member Kyle Scott joined the meeting after roll call. Tenants present were Jackie Courchesne, Nancy Broussard, and Penny Ford.

Citizens Speak:

Nancy Broussard thanked HHA for installing a handrail at the courtyard entrance of building 3. Penny Ford articulated her opposition to the installation of air source heat pumps (ASHPs) at HHA due to temperature control concerns. Both Nancy Broussard and Jackie Courchesne echoed these sentiments during the discussion of the ASHPs under 'Old Business'.

Judy Schell made a motion to accept the minutes if the regular meeting held November 21, 2023, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

There was a brief discussion of the November 30, 2023, financial reports; most notably, HHA has a deficit in the water and sewer allocation. Christopher Smith made a motion to approve the November 30, 2023 financial reports, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Judy Schell made a motion to review, approve and sign payroll, time sheets, accounts payables, and the December 19, 2023 Warrant, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

Old Business:

Judy Schell had asked the Director about coverguards quoted for the ASHPs by Girard Heating & Cooling; if no pipes were to be exposed, what was the need for the coverguards? Girard Heating & Cooling stated these were to be used in the interior of the apartments. Aside from the one question, the Director had nothing new to report on the ASHPs. Christopher Smith would like to table the discussion until the January meeting, giving him time to organize a demonstration at Hatfield's Council on Aging so tenants may better understand how ASHPs operate. He also suggested this be done at HHA and open to the public. The Director noted that Girard Heating & Cooling would be doing just that [for tenants only]

should the Board move forward with the ASHPs' installation. Judy Schell made a motion to table the ASHPs, seconded by Christopher Smith. Motion passed 2-0 with Chair Wilkes abstaining.

The Director met with representatives from Sunwealth and PowerOptions to discuss the proposal for solar panels at HHA. Essentially, these companies would be 'renting' HHA's roofs and selling the solar credits to other municipalities. HHA would receive a small stipend of \$3,665 per year for a total of \$73,310 over a twenty (20) year contract. All members agreed this was not in the best interests of the housing authority. Chair Wilkes added, should there be potential to own the solar panels rather than renting them, the Board should consider this option. Christopher Smith made a motion not to accept the Sunwealth and PowerOptions proposal as presented, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

New Business:

PHN 2023-21: Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Period 11-17-23 to 11-17-24

Project #127060: Exterior Handrails and Concrete Repairs – Scope of Services: The Director presented the Board with the Scope of Services for this project which includes the repair and replacement of handrails, as well as repairs to specified areas of the concrete sidewalks that are deemed safety concerns. The estimated construction cost of this project is \$26,544. Judy Schell questioned why HHA will be spending such a large sum on handrails, given that maintenance personnel recently installed one at a lower cost. The Director explained although the recently installed handrail is sufficient for the time being, project #127060 will ensure the long-term stability of the handrails. Judy Schell made a motion to accept the scope of services for project #127060, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

Report of the Executive Director:

2023 EOHLC Annual Unit Inspections have been completed with most of the units in good standing.

The Director has given AM/PM Plumbing and Heating a Notice of Termination of the Owner-Contractor Agreement for HHA's On-Call plumbing contract. Pursuant to the terms of the contract, this was thirty (30) notice and would have ended the contract on January 4, 2023. AM/PM Plumbing and Heating chose to end the contract upon receipt of the notice of termination. Owner Mitch Matusiewicz emailed the Director rebuttals for the reasons cited for termination. The Director explained, in detail, both her reasoning for termination of the contract and Mr. Matusiewicz refutations of what transpired within the past few months. The Director also stated that Richard Watling Plumbing and Heating, who had the on-call plumbing contract for HHA from 2021-2023, was the next lowest bidder. Kyle Scott made a motion to terminate the contract with AM/PM Plumbing and Heating and award it to Richard Watling Plumbing & Heating for the remainder of the original terms (May 2025), seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

EOHLC developed a new website for the Board Member Trainings. The Director asked if everyone received notice of this. Kyle Scott did not, and the Director will forward the information to him so he may complete his training. All other members are up to date.

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

Project 127036: Repaving of the Parking Lot – The Certificate of Final Completion in the amount of \$48,853.37 was presented to the Board. Judy Schell made a motion to approve the CFC and payment of \$48,853.37 to JL Construction Corporation, seconded by Kyle Scott. All in favor; none opposed. Motion passed unanimously.

Motion to Adjourn

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

Respectfully Submitted,

Brenna Duquette

Brenna Duquette, Secretary