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REGULAR MEETING HELD TUESDAY, June 21, 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, Alex Malinowski, Mike Hogan, Judy Schell, Christopher Smith (virtually), and Brenna Duquette/Executive Director. 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 of the regular meeting held May 17, 2022, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

There was a brief discussion of the financial reports as of May 31, 2022, as well as the June 21, 2022, Warrant, which was abnormally high at \$78,337.94. Several factors contributed to this including payment to General Contracting Solutions, Inc. in the amount of \$34,243.00 (\$28,219.00 through MOD funding with \$6,024.00 expended from HHA's operating budget). Mike Hogan asked if HHA had received the MOD funding from DHCD before remitting payment to GSC, Inc.; HHA has. This will be reflected during next meeting as the financial report was as of May 31, 2022, and HHA received the \$28,219.00 in June. Chair Wilkes noted HHA's checking account as of May 31, 2022, only had \$79,046.16 yet the Warrant was \$78,337.94; this concerned the Chair noting he does not want to have to withdrawn funds from HHA's MMDT investment account. The Director assured him this will not be necessary and a better picture of HHA's finances will be reflected in June's financial report which will be presented to the Board during July's meeting. Chair Wilkes also commented on the \$440.00 Accounts Receivable balance; this was due to the passing of a tenant and therefore the rent could not be collected in May. Mike Hogan made a motion to write-off the accounts receivable balance of \$440.00, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously. The Director informed the Board fee accountant Gary DePace will be providing a budget revision for July's meeting, which will reflect the increase in salary of the Director. Mike Hogan made a motion to accept the financial reports as of May 31, 2022, to review, approve, and sign payroll, time sheets, accounts payable, and the June 21, 2022, Warrant, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Old Business:

No update on HHA's Emergency Plan at this time. The Director anticipates presenting the Board with a completed draft of the Emergency Plan during July's meeting.

The Director asked Alex Malinowski and Mike Hogan to email her some dates in late July and August that they would be able to attend a special meeting to discuss the updating of HHA's By-Laws and Management Plan so that the Director may schedule a special meeting that accommodates all Commissioners' schedules. Judy Schell asked the Director if she had an opportunity to obtain By-Laws from other LHAs in the area for comparison; she has but would like to obtain a few more and will present those to the Board before the special meeting for review.

Project 127036 – Repaving of the Parking Lot: The Board was presented with a change order proposal request submitted by JL Construction Corporation in the amount of \$1,915.04. The work proposed in addition to the original contract includes televising the existing drainage line from the roof drains (building on the east side of the parking lot) under the new parking lot to assess the condition and functionality of the pipe as well as providing photos or videos to HHA of the inspection. This work is necessary to assess whether a leak in the piping is the cause of the new sidewalks heaving approximately an inch and a half during the winter months. Judy Schell inquired as to who is financially responsible for this change order; there is still change order contingency funding in the project's budget so the \$1,915.04 would come out of MOD funding. Judy Schell made a motion to approve JL Construction Corp.'s change order proposal request in the amount of \$1,915.04, seconded by Alex Malinowski. Motion passed 4-0, with Christopher Smith abstaining. Chair Wilkes asked about the shade trees the Town was to provide HHA. Two red maples have been planted; the species requested by the tenants. There was also a brief discussion regarding the items of the punch list that have yet to be completed: caulking of the sidewalks and seeding in certain areas of the property. The Director has remained persistent in requesting this work be completed to the Project Manager, but no progress has been made thus far. JL Construction Corp.'s retainage will continue to be withheld until these items are addressed.

Project #127048 – Emergency Generator for Backup Power: CDS Unlimited LLC was able to begin a week ahead of the scheduled start date. As of June 21, 2022, they have completed excavation, the installation of the underground conduit, and pouring of the concrete pad. Chair Wilkes asked if this meant completion time would be ahead of schedule; completion is still projected for October. Judy Schell noted CDS Unlimited LLC caused a few spots of cracking in the older sidewalks when using their tractor, worrying of potential trip hazards. The Director thanked Judy for the information and will certainly investigate this matter.

The point of contact with Paradigm Energy Services – the company HHA is working with to provide air source heat pumps to all units at HHA – abruptly left the company without the Director's knowledge. The new POC has informed the Director the project is currently being screened for cost effectiveness, explaining the program has changed as of January 2022 and this has caused projects such as HHA's to take longer to be approved. The Chair emphasized the need to secure the funding for the installation of mini splits, commenting on the probability of many other organizations pushing for the same funding. The Director will be persistent in her communication with Paradigm to ensure the project continues to move forward.

A designee for the Town of Hatfield's Master Plan Committee - which was tabled at both April's and May's meetings – was discussed. No decision was reached as to who would represent HHA on this committee.

New Business:

The Tenant Board Member position has been filled by Judy Schell, who was sworn in June 14, 2022, and is serving a five-year term. The Director congratulated Judy in her designation and thanked her for rejoining the Board, noting that she is a great asset to tenants and a commendable representation of the tenant population. The Board congratulated Judy on her appointment.

Now that all five (5) positions are once again filled, the Board was able to re-organize. Re-elections were as follows: Judy Schell nominated John Wilkes as Chairperson, seconded by Mike Hogan. Roll call vote: Judy Schell, aye. Alex Malinowski, aye. Mike Hogan, aye. John Wilkes, aye. Vote passed 4-0 with Christopher Smith abstaining. Mike Hogan nominated Alex Malinowski for Vice Chairperson, seconded by Judy Schell. Roll call vote: Judy Schell, aye. Mike Hogan, aye. John Wilkes, aye. Alex Malinowski, aye. Vote passed 4-0 with Christopher Smith abstaining. Judy Schell nominated Mike Hogan for the position of Treasurer, seconded by Alex Malinowski. Roll call vote: Judy Schell, aye. Alex Malinowski, aye. Mike Hogan, aye. John Wilkes, aye. Vote passed 4-0 with Christopher Smith abstaining. Mike Hogan nominated Judy Schell for the position of Vice Treasurer, seconded by Alex Malinowski. Roll call vote: Judy Schell, aye. Alex Malinowski, aye. Mike Hogan, aye. John Wilkes, aye. Vote passed 4-0 with Christopher Smith abstaining.

Report from tenant meeting held June 14, 2022: Tenant Board member Judy Schell reported only one comment regarding the starting date of project #127048, which has since begun and therefore the comment was mute.

PHN 2022-09: Updates to Performance Management Review (PMR) for 2022 Cycle – DHCD will be resuming PMR metrics paused due to the COVID-19 pandemic. PMRs will also include tenant selection criteria (through CHAMP) for the first time.

PHN 2022-10: Revised PMR Maintenance Metrics – these include Facility Management Specialists inspecting the LHA property, not just unit inspections as well as reduced criteria from fourteen (14) to eight (8).

Report of the Executive Director:

People's United Bank is now under M&T Bank; thus far HHA has not experienced any changes to the accounts through People's United Bank.

The Director presented the Board with a proposal for the allocation of the \$52,833.00 in ARPA funding HHA will be receiving; this application is due by June 30, 2022. The Director proposed using the funding for both aesthetic and functional projects including: \$20,034.00 for hot water heater replacements, \$28,799.00 to paint the common hallways, and \$4,000.00 to repair/replace all outside spigots and water shut offs as needed. Chair Wilkes asked when the Director would be starting these projects; she will not begin anything until HHA receives the ARPA funding and has until June 2023 to use the funding. Mike

Hogan made a motion to approve the Director's proposed allocation of ARPA funding, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

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

During the 2023 Annual Plan Hearing, no public comments were given that would alter the AP draft. The only changes to be made will include updating Judy Schell's term and updating the deferred maintenance work orders pending. Judy Schell made a motion to approve the 2023 Annual Plan, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

The Director was notified as of June 27, 2022, DHCD will no longer be renewing subscriptions to GoToMeeting for LHAs, the Director suspects this is in anticipation of the end of Governor Baker's extension of virtual meetings (ending July 15, 2022). Therefore, as of July 2022, HHA's Board Meetings will no longer be offered virtually.

Chair Wilkes asked how the recycling program was being received by tenants; the Director reported no issues thus far and maintenance has been watching the receptacle to ensure the bi-weekly pick-ups are sufficient. Judy Schell noted now that there is recycling, the dumpster does not get filled as much and perhaps that will be able to be on a bi-weekly schedule as well. Christopher Smith mentioned a young man in Town who has a recycling removal business that would be willing to come to Capawonk and take the recycling to the Town's Transfer Station. Christopher noted this would eliminate the extra cost of USA Waste to pick-up HHA's recycling as well as helping someone in Town. There were many aspects of this idea Christopher Smith could not answer presently; what would the cost be to have this young man pick up HHA's recycling? Who would provide receptacles for tenants? Is this young man capable of the volume that comes with the forty-four units? Does he carry liability insurance? Christopher Smith assured the Board he would have these answers for July's meeting.

Christopher Smith brought up the landscaping bid, which had been voted on during May's meeting, citing he had "spoken with the tenants and they were upset with the bushes being removed to plant grass". The Director informed Christopher that he was incorrect in that only grass would be planted as discussed last month she intends to plant bushes and annuals to replace what is removed. The Director also noted this project was already voted on.

Mike Hogan asked if there was any new information on Dean Couture and the Community Building Siding Project; the Director has not heard from Mr. Couture or his lawyer. Mike Hogan suggested HHA puts the retainage check in a separate account from HHA's checking account. The Director agreed this would be prudent.

Motion to Adjourn

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

Respectfully Submitted,

Brenna Duquette, Secretary