



HATFIELD HOUSING AUTHORITY  
2 SCHOOL STREET  
HATFIELD, MA 01038  
O: (413) 247-9202 F: (413) 247-6428  
OFFICE@HATFIELDHOUSING.ORG  
AN EQUAL HOUSING OPPORTUNITY

JUL16 20 9:24AM

*REGULAR MEETING TUESDAY, MAY 19, 2020 HELD REMOTELY DUE TO SOCIAL DISTANCING GUIDELINES REALTED TO THE COVID-19 STATE OF EMERGENCY.*

Meeting was called to order at 6:30 P.M. with Chairman Michael McGrath presiding.

Roll Call: Chair Michael McGrath, John Wilkes, Roland Laurin, Stanley Symanski, and Brenna Duquette/Director. Alex Malinowski absent. Tenants present were Nancy Broussard and Madelyn McRae.

Citizens Speak  
Nothing at this time.

John Wilkes made a motion to accept the Minutes of the regular meeting held on April 21, 2020, seconded by Roland Laurin. All in favor; none opposed. Motion passed unanimously.

John Wilkes reviewed the Financial Report as of April 30, 2020. A notable change from the March Financial Report is the decrease in laundry receipts, collecting less than half in April compared to what was collected in March. It was speculated the COVID-19 pandemic influenced the usage of the laundry room. John Wilkes asked the Director to invite HHA's fee accountant Gary DePace to join June's Board Meeting so that Board Members may ask him questions directly. John Wilkes made a motion to accept the Financial Report as of April 30, 2020 seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

#### **Old Business:**

Tighe & Bond issued a fee amendment for Parking Lot Project #127036: the repaving of Capawonk's parking lot due to the additional hours spent meeting with Hatfield's Board of Selectmen as well as the additional hours spent reconfiguring the schematics for the project. This fee amendment has already been approved by DHCD. Chair McGrath inquired into the timeframe of this project, specifically, when it will be ready to go out to bid. The Director is hopeful the project will go out to bid by June, as the window for completing the project before the winter months is dwindling.

HHA went out to bid for Spring, Summer and Fall 2020 fertilization, grub control, and weed control applications. Champion Tree & Lawncare, Inc. was the lowest bidder at \$900.00. John Wilkes made a motion to accept Champion Tree & Lawncare, Inc.'s bid for the fertilization, grub control and weed control applications contract, seconded by Roland Laurin. All in favor; none opposed. Motion passed unanimously.

Following the discovery of the water damage in apartment 2A, HHA incurred the cost of moving and storing the tenant's personal belongings as well as moving the tenant back into the apartment upon the completion of the repairs, which took less than two (2) weeks. The cost of repairs incurred by HHA will not be processed as an insurance claim due to the nature of the leak (the aging of the pipe caused the leak and therefore could not be covered). Pictures of the damages were provided to all Board Members prior to the Meeting. Fee accountant Gary DePace suggested we use funding through HHA's Capital Improvement Plan to cover the costs of all emergency repairs done. The decision on how to fund these repairs cannot be made until HHA receives final invoicing from all relevant vendors and the definite cost of the project is known.

It was decided it would be prudent to perform routine maintenance on HHA's plumbing, given the recent influx in emergency plumbing issues. The Director reached out to AM/PM Plumbing & Heating, who HHA routinely contracts. The Director is confident in AM/PM's knowledge of the facility and their ability to diagnose current as well as potential problems. Going forward, this would be something HHA would do at least once a year, as part of a Preventative Maintenance Plan. Roland Laurin made a motion to hire AM/PM Plumbing & Heating to inspect, evaluate, and report on the crawl spaces of HHA's facility, seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

#### **New Business**

FY2020 Health and Safety Project for the replacement of the emergency lighting in the Community Building as well as the installation of security cameras on both the interior and exterior of the Community Building went out to bid with all bids due by April 29, 2020. Two bids were received with Orchard Electric, Inc. being the lowest bidder. John Wilkes made a motion to award Orchard Electric, Inc. the contract for the FY2020 Health and Safety Projects, seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

The Director has been researching HHA's current Policies while creating HHA's Annual Plan for DHCD. The Maintenance Plan and Policy in particular does not appear to be suiting the Housing Authority's needs, being it is almost exclusively custodial in nature. Should the specificity of the Maintenance Job Description be edited so that it is all encompassing, HHA's budget would benefit greatly. The Director brought this to the Board's attention and will revisit the topic during a future meeting when there can be a in depth discussion surrounding the Policy's logistics.

PHN 2020-17: DHCD Required Certifications and Submissions Deadline Extensions. DHCD has changed the protocols for submitting Required Certifications and Submissions, including no longer requiring hard-copy submissions of certifications and extending deadlines for submissions.

PHN 2020-18: Protection of Personal Data at Home or in the Office. This guidance from DHCD discusses best practices for the protection of residents' personal information while many are working from home due to COVID-19.

PHN 2020-19: Changes to 12-31-19 FYE PMRS Due to State of Emergency.

PHN 2020-20: Restricting Access to High-Risk Developments. This guidance from DHCD on communities with High Risk areas such as high-rise apartments.



PHN 2020-21: Rent Policy During COVID-19 Emergency. Residents are still required to pay rent during this emergency but LHAs cannot provide late fees. LHAs cannot use the \$1,200.00 stimulus each resident received towards monthly income.

## **REPORT OF THE EXECUTIVE DIRECTOR**

The Council on Aging graciously offered a supply of donated, hand-made masks to all Capawonk residents who wanted one.

The Annual Plan draft and posting of the Public Hearing date is due May 28, 2020. The Annual Plan is approximately thirty-five (35) pages long and will need to be presented to the Public by the Board of Commissioners. The Board agreed to hold the Public Hearing on July 13, 2020 at 6:30 P.M.

Lydia Szych, Hatfield's Town Clerk, provided all residents of HHA mail-in ballots along with her contact information should residents have any questions, ensuring all residents will have the opportunity to vote in the upcoming election. The Director personally distributed these too all HHA residents.

A meeting with RCAT representative Stanley Pitchko is scheduled for May 20, 2020 to discuss HHA's current Capital Improvement Plan. There are open projects that HHA has no intention of completing, as well as some that are scheduled to be done within the next few years. The Director will be able to base the CIP on HHA's current needs, thereby moving funding around to HHA's benefit and allowing for the creation of new CIP projects.

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

HHA does not currently have the following policies as required by DHCD: Grievance, Procurement, and Capitalization. To submit the Annual Plan draft by May 28, 2020, the Director is asking that the Board provisionally approves all three (3) template policies, which were given to HHA by MassNAHRO. John Wilkes made a motion to provisionally approve the Grievance Policy, Procurement Policy, and Capitalization Policy as required by DHCD, seconded by Stanley Symanski. All in favor, none opposed. Motion passed unanimously.

Roland Laurin initiated a brief discussion surrounding the Community Room carpeting and overall appearance. At the summation of the COVID-19 pandemic, HHA will have to deep-clean, sanitize, and disinfect the Community Building before opening it to the public. Because of the anticipated cost of this necessary work, the Director does not want to commit to any upgrading of the Community Room specifically during this fiscal year.

Roland Laurin also initiated a discussion about the lack of lighting on HHA's flagpole. The Director had tasked Maintenance with purchasing and installing such a light, but due to the large amount of vacancies within the past months and one (1) part-time maintenance staff, the light issue was ultimately put aside. The Director will order a solar powered light for the flagpole.

Chair McGrath posed the question as to why HHA paid the Amherst Housing Authority \$1,000.00. The Director informed Chair McGrath he misread the Warrant; only \$50.00 was paid to Amherst HA for a supply of masks and gloves.

**Motion to review, approve and sign payroll, time sheets and accounts payable.**

A motion to provisionally review, approve, and sign payroll, time sheets and accounts payable until the Board Members had a chance to do so was made by John Wilkes, seconded by Stanley Symanski. All in favor; non opposed. Motion passed unanimously.

**Motion to accept and sign the Warrant**

Motion to accept and sign the May 19, 2020 Warrant was made by John Wilkes, seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

**Motion to Adjourn**

Motion to Adjourn was made by Stanley Symanski, seconded by John Wilkes. All in favor; none opposed. Motion passed unanimously.

Respectfully Submitted,

Brenna Duquette, Secretary