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REGULAR MEETING WEDNESDAY, JUNE 17, 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. Fee Accountant Gary DePace was also present.

Citizens Speak

Nothing at this time.

John Wilkes made a motion to accept the Minutes of the regular meeting held on May 19, 2020, seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

John Wilkes reviewed the Financial Report as of May 31, 2020. It was first noted that HHA has seen an increase in revenue, which can be attributed to a subsidy award from DHCD as well as reimbursement for a Modernization project, also from DHCD. The June financial statement will reflect a payment to the vendor for this project, Dean Couture. John Wilkes initiated discussion on the two vacancies, which is due to COVID-19 pandemic restrictions. Gary DePace commented on DHCD authorizing waivers for these vacancies if it is their decision to postpone the project.

Tenant's accounts receivables have a balance of \$89.00, \$30.00 of which is credited to a tenant who is no longer with HHA. John Wilkes made a motion to write-off the \$30.00 portion of the accounts receivable balance, seconded by Stanly Symanski. All in favor; none opposed. Motion passed unanimously.

John Wilkes made a motion to accept the Financial Report as of May 31, 2020 seconded by Roland Laurin. All in favor; none opposed. Motion passed unanimously.

Fee accountant Gary DePace brought up the necessary budget revision for this fiscal year, due by August 31, 2020. Regarding the Director's six-month review, if changes were to be made to the contract this fiscal year, Gary DePace would need to be made aware of such Board vote by August 1, 2020 so that the necessary adjustments could be included in this fiscal year's budget. All members agreed to go into executive session to complete the Director's review before the Annual Plan Public Hearing on July 13, 2020.

Old Business:

John Wilkes made a motion for the final approval of signing payroll, time sheets, and accounts payable from May 19, 2020 Board meeting seconded by Roland Laurin. All in favor; none opposed. Motion passed unanimously.

AM/PM Plumbing & Heating provided HHA with a report following their inspection of HHA's plumbing in each buildings' crawlspace. The Director will need to speak with the vendors to clarify some of the findings and verbiage in the report. Chair McGrath would like to repair any potential leaks found immediately while holding off on any major upgrades to the plumbing system. All members agreed more information from AM/PM was needed before making any decisions on work to be completed.

The Director noted three of five Board Members - Chair McGrath, Alex Malinowski, and Roland Laurin - have yet to complete the mandatory Board Member training, which is offered online. The Director provide members with the enrollment details.

The Director's six-month review was discussed earlier during this meeting with fee accountant Gary DePace. No further discussion necessary at this time.

HHA's Capital Improvement Plan (CIP) draft was provided to all members. The Director is actively looking to build HHA's portfolio of projects in the CIP, such as replacing those water heaters that are over twenty years old. John Wilkes suggested adding plumbing repairs to the CIP as AM/PM's report indicates substantial repairs are necessary. Roland Laurin questioned why bathrooms were not being remodeled when vacancy rehabilitations are done. The Director explained this is unnecessary; all toilets have been recently replaced, the tubs are in good condition, and the sink replacements are already a part of the CIP.

John Wilkes made a motion to accept the proposed Capitalization Policy seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

For the proposed Grievance Policy, the Board must determine whether HHA will adopt a three-member panel or a single hearing officer. Stanley Symanski made a motion to table the proposed Grievance Policy until July's meeting seconded by Roland Laurin. All in favor; none opposed. Motion passed unanimously.

John Wilkes made a motion to accept the proposed Procurement Policy seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

New Business

DHCD has appropriated approximately fifteen masks per resident as well as eighty masks for HHA staff. These masks are stamped with "KN95" but are not rated for medical use and should not be relied on as Personal Protective Equipment to protect the wearer. This is a liability issue for the Director and as such asked the Board to vote as to whether or not these masks will be distributed to residents, the alternative is they would be donated to another local Housing Authority (LHA). Stanley Symanski made a motion to distribute the masks to residents who would like them, provided residents are made aware they are not rated for medical use, seconded by Roland Laurin. All in favor; none opposed. Motion passed unanimously.

Chair McGrath asked if any members had any other affairs to be addressed under 'New Business'. John Wilkes inquired about the repaving of the parking lot project. The Director is still pushing for this project to be completed during fiscal year 2020, with bids going out by the end of June 2020.

REPORT OF THE EXECUTIVE DIRECTOR

The directive from DHCD is that community spaces and public restrooms should remain closed at this time and that maintenance should be performing emergency work orders only until further guidance is provided. The Director does not have a clear idea of when the Board will be able to meet in person, or when these community spaces will be opened.

RCAT project #127040: New Siding for Community Building has a drafted scope of work, provided to all Board Members. The Director proposed altering the scope of work, covering the existing siding rather than removing and replacing it, thereby cutting some costs of the project, and using the savings elsewhere in HHA's CIP. All members agreed this was the best course of action.

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

FY20 Health and Safety projects - the emergency lighting upgrading and the security camera installation - will be completed by June 19, 2020.

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

A motion to review, approve, and sign payroll, time sheets and accounts payable was made by John Wilkes, seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

Motion to accept and sign the Warrant

Motion to accept and sign the June 17, 2020 Warrant was made by Roland Laurin, 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