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REGULAR MEETING TUESDAY, May 18, 2021 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 John Wilkes presiding.

Roll Call: Chair John Wilkes, Alex Malinowski, Christopher Smith, and Brenna Duquette/Executive Director.

Citizens Speak:

Nothing at this time. Chair Wilkes reserved the right to allow any citizen to speak should someone join the meeting at a later time.

Christopher Smith asked that the Director revise, under 'Old Business', the title of project #127036: Repaving of Parking Lot to "Reconstruction" of the Parking Lot. Repaving of Parking Lot is this project's title through HHA's Capital Improvement Plan and thus will the title will remain the same in March 2021's Minutes and going forward. Alex Malinowski made a motion to accept the minutes of the regular meeting held March 16, 2021, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

Christopher Smith made a motion to accept the financial report as of April 30, 2021 and the Quarterly Financial Reports, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Old Business:

None at this time.

New Business:

PHN 2021-05: Data for Fair Housing in Tenant Selection - DHCD is providing LHAs with a Fair Housing Census Data Tool to assist LHAs in correctly implementing fair housing law in accordance with DHCD regulations.

PHN 2021-06: Revised Income Limits for Admissions FMRs for Continued Occupancy – Revised income limit for Springfield Metropolitan Statistical Area is \$47,150.00 for one (1) person.

PHN 2021-07: Guidance and Best Practices for LHAs Post-Covid-19 Vaccination – DHCD Strongly encourages LHAs to reopen offices to the public, reopen community rooms, lift any visitor policies, and

resume in-unit inspections and work orders as vaccinations are available to all eligible residents. DHCD reminds LHAs signage should be posted regarding the wearing of masks and continued social distancing when utilizing offices and community rooms. LHAs may also choose to hold public and semi-public meetings in-person with proper safety protocols and gathering limits. The Board discussed whether or not meetings going forward should be held in-person or continued virtually. Chair Wilkes suggested a hybrid approach be taken; that is, meeting in-person but continue to offer the public the option to virtually join the meeting. Providing the two (2) newest Board Members (to be sworn in before June's meeting) agree, June Board Meeting to be held in-person.

PHN 2021-08: Public Housing Innovations, Round II NOFA – This notice offers an updated program for LHAs to request funds for the transformation of state-aided public housing developments. The Innovations program provides for awards that fund rehabilitation and redevelopment of public housing, using methods including, but not limited to, mixed-income redevelopment or conversion to federal public housing. The goal of this program is to modernize public housing while eliminating the need for future state-funded capital and/or operating subsidies. Chair Wilkes asked the Director to contact DHCD as well as LHAs and discuss what options LHAs in the area are seeking funding for before further discussing this topic.

REPORT OF THE EXECUTIVE DIRECTOR

Quarterly energy report appears reasonably consistent with 2020's second quarter energy report with one exception being the water and sewer pricing; this has gone up by \$2,087.00 from 2020 despite an almost equal number of usages.

Only one vacancy reported during the second quarter report.

2022 Annual Plan Hearing has been scheduled to take place during June 15, 2021's regularly scheduled Board Meeting. Christopher Smith asked if the hearing date could be moved; this is not possible due to the forty-five (45) day requirement of posting before the meeting is held and a deadline from DHCD for the final draft of the Annual Plan. Had there been an April 2021 Board Meeting, there would have been time to discuss and change the AP hearing date.

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

Chair Wilkes spoke about the loss HHA Board Member, Stanley 'Buster' Symanski; a dedicated member who held a seat on the Board for many years. Stanley's commitment to not only the Housing Authority, but to the tenants themselves, was unwavering. The resident "mediator" at times was not his only strong attribute; Stanley also had a vast amount of knowledge of the intricacies of HHA's buildings and systems. His opinions and advice brought the Board were true assets in decision-making, leaving the Board with a sense of a void with his absence.

Chair Wilkes proposed a second meeting be held in June due to the large amount of business to be discussed now that HHA will have a full Board of Commissioners. Chair Wilkes proposed a special meeting take place on June 1, 2021 as well as the regularly scheduled meeting on June 15, 2021.

Christopher Smith questioned whether or not a meeting would also be held on May 25, 2021, as it states on the May agenda. Chair Wilkes explained he felt it was necessary to wait until after May 29, 2021 when Governor Baker will announce COVID-19 updates for the State; circumstances such as these is why the agenda states the meeting is scheduled *tentatively*. Christopher Smith suggested should there be a large group of attendees; perhaps the meeting room at the Town Hall should be used instead of HHA's community room. It was decided the community room could be reconfigured to support the attendance of the public; and the virtual attendance will be an option when the meeting is held in the community room.

Christopher Smith asked the Director for an update on project #127048: Emergency Generator for Backup Power. A Work Order for Scope of Services and Payment for Services has been created. The Director explained her understanding of the progress is that DHCD is in the process of picking a designer for the project. No additional updates at this time.

Christopher Smith would like to see By-Laws for HHA on a future meeting's agenda. In 2015, a former commissioner developed a draft of By-Laws based on HHA's By-Laws from 1984, as well as policies adopted by other LHAs that also worked for HHA's purposes. This former commissioner then became ill, as did Chair Wilkes (though he was not Chair at that time), and the draft was never formally adopted. DHCD provided Christopher Smith with guidelines for creating By-Laws as of 1995, which he proposed the Board uses to solidify HHA's By-Laws being that original documents cannot be found.

John Wilkes mentioned that the Tenant Handbook can now be given to the tenants being that COVID-19 restrictions are being let up and most tenants and staff are vaccinated. Informational sessions can be held so that tenants are made aware of the rules and policies they are to follow.

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 Christopher Smith, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Motion to accept and sign the Warrant

Motion to accept and sign the May 18, 2021 Warrant was made by Christopher Smith, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Motion to Adjourn

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

Respectfully Submitted,

Brenna Duquette, Secretary