



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

AUG 19 2021 AM 9:14

**REGULAR MEETING TUESDAY, June 15, 2021, HELD AT 2 SCHOOL STREET,
HATFIELD, MASSACHUSETTS.**

Meeting was called to order at 6:30 P.M. with Chairman John Wilkes presiding.

Roll Call: Chair John Wilkes, Alex Malinowski, Mike Hogan, Judy Schell, and Brenna Duquette/Executive Director. Christopher Smith was absent. Tenants present were Roland Laurin, Jackie Courchesne, Nancy Broussard, and Sandra Wildman.

Citizens Speak:

Roland Laurin addressed the board with his hopes that, now that there was a full five (5) member board, all commissioners would be able to put aside differences and work together with the common goal of improving Capawonk for the tenants. Roland also suggested a committee be formed including the Director, members from the board, and a few tenants, to solve the parking issue at Capawonk. The Director informed Roland the construction was finalized, and the project would be moving forward, but a committee could be formed to restructure matters such as the snow removal policy to present to the board. The Director thanked Roland for his comments.

Alex Malinowski made a motion to accept the minutes of the regular meeting held May 18, 2021, seconded by Mike Hogan. All in favor; non opposed. Motion passed unanimously.

The financial report was discussed in detail so the newest board members may gain a better understanding of the financials of the housing authority. Alex Malinowski made a motion to accept the financial report as of May 31, 2021, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

A motion to review, approve, and sign payroll, time sheets and accounts payable was made by Judy Schell, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

A motion to accept and sign the June 15, 2021, Warrant was made by Alex Malinowski, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Old Business:

At the November 2020 board meeting the board voted to eliminate compensatory time for maintenance. There has since been a need to supplement the compensatory time. The board was given

a proposed change to the personnel policy; what is currently outlined as "Overtime/Compensatory Time" would be changed to "On-Call/Overtime/Snow Removal" which allows the authority to differentiate pay rates between emergency calls, overtime hours, and allowed overtime for snow removal during winter months. Being that maintenance is a part-time position, the Director proposed an employee shall be paid a rate of 1.5 times the normal rate for authorized hours worked over twenty (20), which includes snow removal hours when necessary. On-Call hours, or emergency calls after normal working hours, an employee shall be paid a minimum of two (2) hours the normal rate. In addition, the Director asked that the board vote to reimburse maintenance for all accrued compensatory time to date. Judy Schell made a motion to pay maintenance for the current compensatory time as well as approve the proposed change in the personnel policy, seconded by Mike Hogan. All in favor; non opposed. Motion passed unanimously.

Chair Wilkes informed the board there is CPA funding for planting trees and HHA could utilize this funding. An adverse outcome of project #127036 was the removal of two (2) shade trees from Capawonk's property. The CPA funding to replant these lost trees is a high priority for both the board and tenants. This transitioned into a discussion led by Judy Schell regarding a tenant association at HHA. Judy suggested the Director reach out to tenants to assess the interest level in forming a Local Tenant Organization (LTO) recognized by DHCD at HHA, citing greater tenant input would be beneficial to HHA. Chair Wilkes emphasized the need for an LTO and the benefits for the housing authority. The Director will ask residents about their interest in forming an LTO.

New Business:

Project #127040: Residing of the Community Building – This project is at 60% completion and Small Requisitions #1 in the amount of \$6,650.00 and Small Requisitions #2 in the amount of \$9,025.00 – both to Dean Couture, General Contractor – were presented to the board for approval. Mike Hogan questioned how the 60% completion was determined. This was done by Roy Brown, DHCD's architect for the project. Mike Hogan made a motion to approve payment of both small requestion #1 and #2, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Being that the original HHA by-laws were located, with no mention of specific meeting time or day of the month, the Director proposed the board alter the normal meeting time, moving from 6:30 P.M. to 6:00 P.M. After a brief discussion Alex Malinowski made a motion to approve the change in meeting time to 6:00 P.M., seconded by Mike Hogan. All in favor; non opposed. Motion passed unanimously.

PHN 2021-09: Juneteenth Independence Day Guidance – The Director informed the board DHCD's guidance for the newest State holiday – Juneteenth – was left to each LHA's individual board to vote on whether the personnel policy would include Juneteenth as a recognized holiday for employees. No motion was made to include Juneteenth to the list of holidays in the personnel policy.

Chair Wilkes voiced his earnest for installing mini splits into all units of Capawonk, citing the availability of funding for such projects both Federally and within the State at this time. Judy Schell raised the question with regards to funding if it would be in the ways if interest loans or grants. Chair Wilkes elaborated speaking to federal grants for green energy. Mike Hogan commented on the inefficiency of window air conditioning units. The board agrees the addition of mini splits is a priority of HHA.

Chair Wilkes informed the board HHA previously connected with Smith Academy to create learning sessions for tenants of HHA for technology such as mobile devices, computers, and tablets. The COVID-19 pandemic halted these efforts, but Chair Wilkes would like to reinstitute this as a HHA priority in conjunction with Hatfield's Council on Aging, as this generated an interest from the tenants.

REPORT OF THE EXECUTIVE DIRECTOR

The 2020 Agreed Upon Procedures (AUP) Audit was completed June 7, 2021. The Director noted this was the first AUP in which the Director was the sole contributor of the documents audited (previous years had both the former Director and Interim Director also contributing to the audit). The Director will present the board with the report when made accessible to her.

CIP Updates: Project #127048 – Generator for Backup Power: DHCD has yet to solidify a company to design this project. Chair Wilkes added the board would like to see the whole complex powered by a generator in the event of an emergency but that this funding would likely come from outside sources. Judy Schell raised a valid point: much of the equipment tenant's need that are powered by electricity have back up means of power.

Project #127036 – Parking Lot Paving: A pre-construction meeting held by Tighe & Bond, JL Construction Corp., Tom Boyer (DHCD) and the Director will be held in the coming weeks to establish a timeline for this project, which will include a tentative start and end date. Mike Hogan raised the question of the addition of conduits for future generator plans during sidewalk reconstruction; citing it would be prudent to add the conduits mid construction rather than ripping up newly formed sidewalks to install the means for a larger generator. The board agreed this topic should be brought up during the pre-construction meeting.

HHA's list of authorized signers with People's United Bank will be updated to include the newest board members, Mike Hogan and Judy Schell. The necessary paperwork will be left at Town Hall and members were asked to stop into Town Hall to get their signatures notarized so the accounts could be updated.

The Director would like to register for the Mass NAHRO 2021 Fall Conference. This was presented to the board because the dates interfere with the September board meeting. The board encouraged the Director to attend the conference, noting the September meeting could be rescheduled to a different week.

The Director requested all members wishing to make additions to the agenda submit those items to her no later than the second Friday of the month to ensure ample time for the Director to alter the agenda before submitting to the Board and the Town for posting.

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

Project #127046: Renovation of unit 7B – The Director presented the board with the Certificate of Substantial Completion (CSC), Change Order (CO) #1 in the amount of \$438.00 for minor details initially missed, and the Certificate of Final Completion (CFC) with the recommendation from Steve Larry of

RCAT that the housing authority approves the completion of the project. Alex Malinowski made a motion to accept the CSC, CO, and CFC for project #127046, seconded by Mike Hogan. All in favor, none opposed. Motion passed unanimously.

Motion to Adjourn

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

Respectfully Submitted,

Brenna Duquette, Secretary