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Wanda Chalcoy
Assistant Town Clerk



HATFIELD HOUSING AUTHORITY
2 SCHOOL STREET
HATFIELD, MA 01038
O: (413) 247-9202 F: (413) 247-6428
OFFICE@HATFIELDHOUSING.ORG
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*REGULAR MEETING HELD TUESDAY, July 20, 2021, HELD AT 2 SCHOOL STREET,
HATFIELD, MASSACHUSETTS.*

Meeting was called to order at 6:15 P.M. with Chairperson John Wilkes presiding.

Roll Call: Chair John Wilkes, Mike Hogan, Judy Schell, and Brenna Duquette/Executive Director. Alex Malnowski and Christopher Smith were absent. Tenants present were Roland Laurin, Sandra Wildman, Nancy Broussard, and Ann Jewers. Hatfield resident Michael McGrath was also present.

Citizens Speak:

Roland Laurin had been informed one of the pipes effected by the parking lot repaving had asbestos in it and asked if it was going to be removed; it is. Roland then asked if this was occurring throughout the complex. The Director did not wish to comment on the subject as it would be speculation; she did inform Roland DHCD are taking the proper precautions with regards to the asbestos found during the parking lot project.

Ann Jewers asked the Board if the dumpster's location could be changed due to the uneven ground where it is currently located (a temporary placement due to the parking lot repaving project). Ann was concerned that someone may trip and fall while taking out their trash. The Director told Ann she would address her concern, whether that be by relocating the dumpster or stabilizing the ground around the dumpster.

Michael McGrath voiced concerns to the Board that there is an imperfection in the siding of the community building (project #127040). Judy Schell added there was a different imperfection on an opposite side of the building. The Board decided to go outside and observe what Mr. McGrath was referring to; the Director did not as she was aware of what Mr. McGrath was referencing. The Board then noted what Judy was referring to; the Director did go outside at this point as this was new information to her. Upon inspection what both Mr. McGrath and Judy were speaking of the Board returned inside. Chair Wilkes voiced to Mr. McGrath the Board would discuss his concerns once they arrived upon the agenda item.

Commissioner Christopher Smith had emailed the board his objections of the Minutes of the Special Meeting held June 1, 2021. Michael Hogan stated Mr. Smith should put the specific objections he has in writing for the Board to discuss. In Mr. Smith's email to both the Board and the Director, he claimed the minutes as written are "inaccurate, and intentionally omits important information". The Director explained the minutes were carefully written and the facts of the meeting were included in the minutes. Only impertinent information was withheld. Mike Hogan added that minutes are meant to be a summation of meetings and facts, not a place to include all aspects of a heated discussion or debate. Judy Schell added she felt the minutes were accurate and well written. The Director had included in the

minutes there is a recording that she would make available to any member of the public that wished to hear the discussions of that meeting. Mike Hogan made a motion the minutes of the June 1, 2021, Special Meeting stand adding that Christopher Smith should put his issues with the minutes in writing to the Board, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Judy Schell made a motion to accept the minutes of the regular meeting held June 15, 2021, seconded by Mike Hogan. All in favor; non opposed. Motion passed unanimously.

Chair Wilkes asked about the laundry machines and whether there have been any issues recently. There have not been any reported issues of late. Chair Wilkes went on to discuss the financials; noting HHA is nine months into the fiscal year. Nothing appears unusual in the financial reports aside from the deficiency in the water and sewer line item due to the increase by the Town. Chair Wilkes discussed the need to spend more before the fiscal year end, which has been echoed by fee accountant Gary DePace. The Board discussed ideas for spending the excess monies; the Director proposed upgrading outdoor lighting, which has problematic for maintenance in recent years. There was also a discussion surrounding the benefits of having HHA's operating reserves below seventy percent, such as receiving compliance money from DHCD for asbestos removal. Judy Schell made a motion to accept the financial report as of June 30, 2021, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

The MOD report was discussed briefly, which shows the breakdown of the capital improvement projects' spending for the year to date. Judy Schell made a motion to accept the third quarter financial reports, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

Before making a motion to review, approve, and sign payroll, time sheets and accounts payable, Judy Schell asked if one of the payments was allotted to Dean Couture for the residing of the community building project. The Director explained the check to Dean Couture was for two separate projects: the renovation of unit 7B as well as payments for the residing project. Mike Hogan asked how the craftsmanship for the renovation of 7B was; the Director explained she has never had an issue with Dean's work and that he has done many projects for HHA over a substantial number of years. The Director had discussed the Boards concerns with Dean and he voiced he would address them, adding he was also bidding on the next unit renovation at HHA. A motion to review, approve, and sign payroll, time sheets, and accounts payable – negating the check to Dean Couture for the community building residing project – was made by Judy Schell, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

Because the Warrant currently reflected the payment to Dean Couture, which was being withheld until August's meeting, the Director proposed the Warrant be tabled until the proper changes could be made. The Chair explained there is no law stating the Board must have a Warrant and Judy Schell believed the Warrant should not be tabled for one item. Judy Schell made a motion to sign July 20, 2021, Warrant noting it will exclude payment for the residing project to Dean Couture, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

Old Business:

Project #127040: Community Building Residing – The approval of close out documents will be tabled until next month's meeting as discussed prior to this agenda item.

Project #127036: Repave of the Parking Lot – The Board was given the tentative construction schedule provided by JL Construction Corp. Judy Schell observed the project is moving along quite well. The Director agreed considering all the rain in the past few weeks.

As an aside: Judy Schell asked the Director to send out a notice regarding forming an LTO due to the current lack of residents interest in forming one. The hopes being one of the first orders of business for HHA's LTO would be to decide where to replant trees using CPA funding.

Project #127048: Emergency Generator for Backup Power – DHCD is not going to provide a generator for the entire development. Being that Mike Hogan suggested installing conduits now before the parking lot is paved to prepare for a future generator which would power every unit, the Board needs to agree to pursue this project without the assistance or funding from DHCD. This was relayed by both Tom Boyer and Marcel Dumitrescu of DHCD. This means HHA would be responsible for hiring an engineer as well as funding the project to proceed with a larger-scale generator. Judy Schell raised the problem of location for such a large generator adding the community room is sufficient for a shelter during an emergency. Mike Hogan reiterated the need to put in place the conduits for the future and believes by not doing so the Board is being short-sighted. The Chair felt as though the Board should complete the projects currently underway before beginning any new. Mike Hogan asked if the current generator plans include a gasoline powered generator. The Director was informed by Hesnor Engineering there is a gas moratorium in Hatfield so the generator will be diesel powered. Mike Hogan asked the Director to personally investigate the question, as he does not believe there to be a moratorium in place. The Director believes being proactive is important and after a brief discussion Mike Hogan made a motion HHA inquired about conduits for a larger generator, seconded by Judy Schell on the contingency the parking lot project would not be substantially delayed. The Board was given a copy of Work Order No. 37783.7637.202106152121, which includes submission schedule and payment schedule, in the amount of \$77,000.00. Mike Hogan made a motion to approve the work order, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

The Board was given the final draft of the 2022 Annual Plan which included the updated Board of Commissioners as well as the public comments and HHA's responses from the Public Hearing Held on June 15, 2021; there were no public comments, but commissioner Christopher Smith had emailed comments to the Board as he did not attend the Hearing. Mike Hogan made a motion to accept the final draft of the 2022 Annual Plan, seconded by Judy Smith. All in favor; none opposed. Motion passed unanimously.

Alex Malinowski is the only member who still needs to sign the People's United Bank authorized signer card, as Mike Hogan informed the Director he had done so since this agenda was posted.

Regarding the installation of mini splits at HHA; the Director had nothing new to report at this time but will continue to add mini splits to the agenda and ensures the Board this is still a priority. Mike Hogan asked if the Director was requesting bids from multiple companies; she is not. Information is being gathered to create a scope of work to send out to bid. This project is in an extremely early stage of planning.

The Director had nothing new to report regarding the YES Phone, iPad, Computer Cooperative Senior Center/High School/Housing Authority.

New Business:

The Director presented the Board with a copy of her proposed contract, which would begin September 30, 2021, and expire September 30, 2024. Changes from her previous contract with the Hatfield Housing Authority include proposed three (3) years of employment as the Executive Director, addition of forty dollars and zero cent (\$40.00) cell phone allowance, and compensation of additional mileage outside of her regular scheduled Monday and Wednesday office hours - at the rate of forty-five (45) cents a mile - so long as the mileage is related to her duties as an Executive Director. After a brief discussion of the reasoning behind the extra mileage compensation and cell phone compensation, Mike Hogan made a motion to accept the Director's contract of employment for Executive Director as presented, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

PHN 2021-10: Air Conditioner Installation Policies - This PHN encourages LHA Boards to create a policy for the installation and removal of air conditioners. HHA currently installs air conditioners for residents. Residents are instructed to call the office if they do not feel comfortable and/or have anyone to assist them in installing their personal air conditioners. The preservation of HHA's windows is a concern with regards to the improper installation of air conditioners. The Director posed the question: does the Board make this practice obsolete or create a policy which instills current practices? Judy Schell added a waiver should be instituted as a way of protecting the housing authority. Judy Schell also suggested the verbiage of the policy might be installation of a unit is the responsibility of the tenant unless there is staff to assist. The Board agreed with that verbiage.

As an aside: Chair Wilkes would like to see the Tenant Handbook issued to all the tenants.

PHN 2021-11: End of COVID-19 State of Emergency and LHA Operations

PHN 2021-12: Agreed Upon Procedures (AUP) Program Updates

PHN 2021-14: Update to Performance Management Review

Report of the Executive Director:

As mentioned during the previous Board Meeting, the 2020 Agreed Upon Procedures (AUP) Audit was completed June 7, 2021. The Director provided a copy of the AUP report as written by auditor Lisa Fallon.

A copy of the quarterly vacancy report was given to the Board. HHA has had three vacancies this quarter; two being leased up and one currently vacant. The Director briefly explained the process of applying for waivers due to poor conditions of units and extended time necessary to make a unit ready for leasing.

A copy of the quarterly energy reports was given to the Board. There was a brief discussion surrounding the report, with nothing out of the ordinary.

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

Mike Hogan referenced Christopher Smith's email to both the Board and the Director – as previously referenced in the meeting - in which Mr. Smith stated the Director had intentionally omitted things from the minutes of the June 1, 2021, special meeting. Mike Hogan stated someone should respond to Mr. Smith asking him to put in writing what he was referring to as being omitted. Judy Schell agreed. After a brief discussion as to what the structure of the minutes typically are, the Director realized she had omitted the citizens from the 'roll call' portion of the minutes and will make an addendum to reflect all those who were present.

The Director asked the Board to entertain the idea of not recording meetings; prior to the COVID-19 pandemic the Board did not require a recording meetings and minutes were always a sufficient synopsis for those who did not attend the meetings. The Board collectively decided recording of meetings was not necessary. Mike Hogan made a motion to stop the recording of the Board meetings, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Motion to Adjourn

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

Respectfully Submitted,

Brenna Duquette, Secretary