



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

OCT 18 2021 AM 9:56

REGULAR MEETING HELD TUESDAY, September 14, 2021, HELD AT 2 SCHOOL STREET, HATFIELD, MASSACHUSETTS, and virtually due to the COVID-19 pandemic.

Meeting was called to order at 6:00 P.M. with Chairperson John Wilkes presiding.

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

Citizens Speak:

Jackie Courchesne wondered whether fire lanes would be added to the parking lot; the project is not completed yet and that will be addressed before completion. Roland Laurin asked if the parking lot will be assigned parking; it is. Roland also commented on why a "shiny coat" was not added to the asphalt and Chair Wilkes noted that is a question for the engineers. Finally, Nancy Broussard questioned where the dumpster is to be placed permanently; the Director has not determined this yet as it cannot go back where it was previously until after the winter season to avoid damaging the new parking lot.

Christopher Smith questioned the bids for the newest unit renovation (8D) discussed during August's Board Meeting. Christopher Smith asked why Dean Couture General Contractor's bid was so low and whether Dean Couture was subject to prevailing wages or not. The Director told Mr. Smith she did not know how Mr. Couture arrived at his figure, speculating Mr. Couture is a local contractor who knows how to do the work at a reasonable price which is fair to himself and the housing authority. The Director also mentioned all the bids are done online through a system called CommBuys, and Mr. Couture goes through the same vetting process during each bid as all other contractors including reference checks, bonds, and the appropriate documents being notarized.

Christopher Smith asked where in the requirements for an LTO does it state five participants is too few to establish an LTO. The Director informed Mr. Smith this is not in the requirements. Judy Schell responded: the number of participants was not the issue; the issue was no tenants wanted to take on a role in a formal way. If no tenants are willing to sit on a Board, create By Laws, and hold meetings, then a formal LTO is not an appropriate avenue for tenant organization at this time.

Mike Hogan made a motion to accept the minutes of the regular meeting held August 17, 2021, seconded by Judy Schell. Motion passed 3-0 with Christopher Smith abstaining.

During August's financial report, Mike Hogan questioned the laundry receipts in comparison to the balance. The Director reported this is a reimbursement to DHCD as HHA receives a subsidy for utilities;

that is, half of all laundry receipts goes to DHCD. There was a brief discussion about MOD and how HHA gets reimbursed in approximately thirty days after submitting an invoice to DHCD. Chair Wilkes discussed the need to spend some of HHA's operating budget per fee accountant Gary DePace. Judy Schell made a motion to accept the financial report as of August 31, 2021, seconded by Mike Hogan. Motion passed 3-0 with Christopher Smith abstaining.

A motion to review, approve, and sign payroll, time sheets and accounts payable was made by Judy Schell, seconded by Mike Hogan. Motion passed 3-1.

A motion to accept and sign the September 14, 2021, Warrant was made by Judy Schell, seconded by Mike Hogan. Motion passed 3-1.

Old Business:

Project #127040: Community Building Residing – The Director is currently getting quotes to have the siding repaired by an outside contractor as Dean Couture has not indicated he is willing to make the repairs.

Project #127036: Repave of the Parking Lot – The Board was given the Punch List which was comprised of fifteen items to be completed before this project is 100% finished. Judy Schell mentioned a possible pooling of water near the Community Building; the Director will make note of this should it be present the next time it rains. Chair Wilkes asked if the parking lot was draining properly; it is. Christopher Smith noted the addition of shade trees was not on the punch list; this is not a part of the scope made by Tighe & Bond, rather the trees will come from Community Preservation funding. The Board was given copies of the change orders, four in total, for a sum of \$21,155.02. Each change order was discussed. Mike Hogan asked the Director to inquire about change order #4: Additional Granite Curb, and why this was not foreseen by Tighe & Bond when they designed the project. Mike Hogan made a motion to accept the change orders in the amount of \$21,155.02, seconded by Judy Schell. Motion passed 3-1.

Project #127048: Emergency Generator for Backup Power – Berkshire Gas had told Hesnor Engineering the moratorium would include HHA despite having existing gas on property. However, the Director was told in certain instances the area supervisor for Berkshire Gas could bypass the moratorium so a call was made to ascertain whether this could be the case for HHA's generator. Christopher Smith mentioned the Town of Hatfield had put in an emergency generator recently. The Director was aware of this; they are renting the propane tank for their generator in the event the moratorium ends, and a gas line could be added. This could be an option for HHA.

The Board was distributed copies of HHA's By-Laws and Management Plan; Christopher Smith will be delivered a copy as he attended the meeting virtually.

The Director was told HHA could not install the mini-splits using Mass Save rebates because of the gas usage on the property, even though the gas is not a source of heat for the units. Though there is a small possibility, HHA should explore other avenues as it is not likely eligible for Mass Save incentives. Judy Schell questioned the unsightliness the addition of mini splits would add to Capwonk's buildings, specifically the exterior piping. There was a discussion surrounding Judy's question, in which Christopher Smith offered personal insight as he has mini splits installed in his home, and Mike Hogan posed the

question of whether there were provisions for chases when the buildings were resided. This project will move forward with the hopes most pipping will be installed on the backside of the buildings.

The Director had nothing new to report regarding the YES Phone, iPad, Computer Cooperative Senior Center/High School/Housing Authority. Chair Wilkes suggested reaching out to the local sheriff's department as he recalls them helping with this type of program in other local communities.

New Business:

Being that the Board has omitted compensatory time from the personnel policy, the Director wishes to buy out maintenance current accrued compensatory time. That being said, maintenance personnel Vincent Paniczko does not wish to be bought out unless it is a 1.5x his hourly rate per compensatory hour. The Director has not been able to find where this used to be the policy, as Vincent has been insistent on. Mike Hogan made a motion to buy out maintenance accrued compensatory time at the rate of one hour for one hour of compensatory time, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

PHN 2021-16: Board Member Attendance Application Reminders. This is a report the Director submits after Board Meetings, but this PHN also gives instructions for Board Member Training which was given to those members who have not yet taken this training.

PHN 2021-17: Reasonable Accommodation Policy

PHN 2021-18: Updated COVID-19 Guidance for Delta Variant

PHN 2021-19: Treatment of One-Time Benefits to Families Receiving TANF Cash Assistance or TAFDC

Christopher Smith discussed the parking across the street in the Town's parking lot; specifically, the seven spaces allotted for Capawonk tenants. He questioned HHA purchasing signs which states it is tenant parking only. The Director noted this was not the case; the Town and HHA have a "gentlemen's agreement" only – HHA cannot put signs for their residents in the Town's parking lot. Also, there are no longer as many residents parking in that lot with the addition of six spaces in HHA's own lot so we do not need designated parking across the street as we had in the past.

Christopher Smith asked in the change orders approved earlier in the meeting for project #127036 were in the budget; they are.

Report of the Executive Director:

The Board was given a copy of the notice which went out to all tenants implementing a mask mandate in the Community Building until further notice due to the COVID-19 Delta Variant.

The Director has sought out quotes to replace the Community Building carpet to LVT flooring. Ideally, HHA would also replace furniture at this time. Judy Schell presented several options for furniture which she priced from both Bob's and Ashley Furniture; mainly combinations of six chairs and a sofa but also included pricing for powerlift recliners as Chair Wilkes had mentioned previously. The Director thanked Judy for the work she put into gathering those quotes.

The first tenants' meeting was held on September 7, 2021, in which Judy Schell attended as a liaison for the Board. Several maintenance issues were discussed, and Judy brought these to the Director's attention prior to the Board Meeting. One issue noted was the lighting in the breezeways, which can be corrected as part of the replacement of the exterior lighting project. One of the requests from tenant's was that HHA purchase umbrellas for the two picnic tables. Mike Hogan made a motion to purchase two umbrellas, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously. Tenants have also decided to plant either red or sugar maple trees as shade trees from the CPA money requested for Capawonk. Some maintenance requests were noted as well. The Director thanked Judy for the information.

The Director has completed her Massachusetts Public Housing Administrator (MPHA) Certification and it will be presented to her at the MassNAHRO conference.

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 recognized tenants being inconvenienced during the construction of the parking lot and suggested the Board organizes something for the tenants, suggesting a caterer for Thanksgiving meals to those who wanted one. Chair Wilkes thought that would be nice but noted the Board could not use the State's funding for such a thing.

The Board discussed the spending of extra money in the operating budget. Director discussed lighting updates for the outside lighting at HHA. The lighting is outdated, and maintenance must constantly repair them. Judy Schell made a motion to update the outside light fixtures, seconded by Mike Hogan. Motion passes 3-0 with Christopher Smith abstaining. Mike Hogan asked for clarification on the proposed spending; if HHA does not spend this money in the extraordinary maintenance will that effect HHA's operating reserves and subsidy? Chair Wilkes informed him it would. After a brief discussion about the Community Building flooring, Mike Hogan made a motion to allot \$11,500 maximum to replace the outside lighting and the community room flooring, leaving out the replacement of the office flooring, 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. Motion passed 3-0, as Christopher Smith was no longer joined virtually.

Respectfully Submitted,

Brenna Duquette, Secretary