



Received and Filed
Raina Chalcoy
Assistant Town Clerk

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

NOV 15 2021 PM 12:07

REGULAR MEETING HELD TUESDAY, August 17, 2021, HELD AT 2 SCHOOL STREET, HATFIELD, MASSACHUSETTS.

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

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

Citizens Speak:

Bill Lahart began to comment on a tenants' meeting. The Director informed Bill the Board was unaware of the planned meeting, as it was being organized by the tenants, and were not involved with the tenant meeting and therefore this was not a Board matter.

Mike Hogan made a motion to accept the amended minutes of the special meeting held June 1, 2021, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Alex Malinowski made a motion to accept the minutes of the regular meeting held July 20, 2021, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Judy Schell made a motion to accept the minutes of the special meeting held July 28, 2021, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

The financial report stated HHA had paid \$18,626.44 towards MOD expenses, not reimbursed. The Director provided an update: HHA has been reimbursed \$13,441.25 for MOD expenses by DHCD. Mike Hogan questioned the laundry receipts in comparison to the balance as the numbers do not appear to make sense; the Director will have a firm answer for him during September's meeting. This sparked a conversation about the laundry funds and how they are allocated; whether a policy is necessary or perhaps tenant majority would be sufficient, potentially leaving the distribution of funds in the hands of an HHA LTO and ultimately approved by the Board. Both Mike Hogan and Judy Schell proposed reserving a portion of the funds for repairs of the laundry equipment. Further discussion on this matter is necessary. The Director asked the Board to vote on an accounts receivable balance of \$313.00 which remains due to the unfortunate sudden death of a tenant. Alex Malinowski made a motion to write off the \$313.00 seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously. Alex

Malinowski made a motion to accept the financial report as of July 31, 2021, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Old Business:

Project #127040: Community Building Residing – The Board was given correspondence from architect of the project, Roy Brown, in lieu of his requested attendance at the meeting. This was to serve as justification for his approval of Dean Couture's work on the siding as well as another explanation as to why the siding was completed in the controversial approach in question. Mike Hogan began, expressing that the statement from the architect held no bearing; he just wants Dean Couture to fix his error. Judy Schell agreed, adding if Dean Couture does not wish to do so, HHA could hire another contractor and subtract their invoice from Dean Couture's final payment. The Board was made aware Dean Couture bid on the renovation of a unit at Capawonk; he was low bidder by approximately \$20,000.00. Mike Hogan went on to say HHA does not want to lose Dean's business, especially as it will cost the housing authority \$20,000.00 now and additionally funding on future projects without his bids. Ultimately, the Board agreed they would like to issue final payment to Dean Couture and continue the working relationship, but he would need to put in writing that he agrees to repair the siding soon. Once the Board has that in writing, they authorized the Director to remit payment.

Project #127036: Repave of the Parking Lot – The parking lot project is going according to plans except for a few change orders, some of which extended the timeline of the project. The Director will have these change orders to present to the Board during September's meeting.

Project #127048: Emergency Generator for Backup Power – The engineer for this project asked if the generator is to be powered by diesel or propane. The Director had reached out to the Hatfield DPW Director, Phil Genovese, regarding the gas moratorium in Hatfield, question if existing gas lines on the property exempts HHA from the moratorium. Mr. Genovese confirmed the moratorium would also pertain to HHA's generator. He suggested we consider what the Town had recently acquired; a generator with a rented propane tank thereby allowing the Town to install a gas generator should the moratorium be lifted. Mike Hogan asked the Director to call Berkshire Gas directly to ascertain what size main comes into the property and whether that can be added onto. After a brief discussion, the Board decided propane would be used as an alternative to gas if necessary.

The Director apologized, the By Laws and Management Plan – which she intends to distribute to each Board member – were not ready yet and will have them for September's meeting.

The Director currently requires a photo I.d. from both Mike Hogan and Judy Schell to finalize the update of the People's United Bank authorized signer card. Both members will provide this for the Director following the meeting.

The Director will be attending a conference representing the Hatfield Housing Authority from September 19, 2021 – September 22, 2021, and therefore asked that the September meeting be changed to accommodate this conference. Alex Malinowski made a motion to move the September Board meeting to September 14, 2021, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

The Director is anticipating a call back from Eversource; she was informed Eversource has programs and incentives in which they will cover the cost of the mini-splits and install them. The Director will have more information during September's meeting.

The Director had nothing new to report regarding the YES Phone, iPad, Computer Cooperative Senior Center/High School/Housing Authority. Chair Wilkes added he had spoken to the Director of the Council on Aging, Geralyn Rodgers, and she voiced she is extremely busy and would not be able to offer support in HHA's efforts at this time.

New Business:

The Director presented the Board with a copy of the RCAT recommendation for low bid for project #127045: the renovation of unit 8D – which included the bid tabulation and the references for Dean Couture General Contractor – with Dean Couture General Contractor being low bidder. The Board briefly discussed the possibility of Dean Couture withdrawing his bid, in which case the next lowest bidder was approximately \$20,000.00 higher than Dean Couture. Mike Hogan made a motion to award Dean Couture General Contractor low bidder for project #127045 in the amount of \$23,660.00, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

PHN 2021-14: CHAMP Fair Housing PMR Criteria – The Director explained CHAMP to the newest Board Members and there was a brief discussion about how CHAMP functions.

PHN 2021-15: Mandatory Data Reporting

Report of the Executive Director:

The Director had given notice to all residents that HHA was looking for tenants interested in forming a Local Tenant Organization (LTO). Judy Schell explained five (5) residents had expressed interest in joining an LTO. Judy, who would be helping the Director form the LTO, does not believe five members is enough to form a formal LTO at this time, citing the required work included forming bylaws and holding elections for a Board. Judy proposed residents would be invited to attend a meeting held the second Monday of every month, and topics discussed at said meeting would be discussed at the following week's Board meeting. The Chair suggested Judy post these meetings on the bulletin board outside of the Director's office. The Director added, should more tenants show interest and involvement, an LTO would be discussed in the future.

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

Tenants Jackie Courchesne and Bill Lahart brought a delivery issue to the Board's attention. With both the numbers 1 (for building one) and 2 (for 2 School Street) on the same door, the inaccurate delivery of packages is occurring consistently. The Director will remove the "2" and perhaps add a sign which reads "2 School Street" to eliminate the confusion.

Chair Wilkes believes the State's budget is out and therefore DHCD would be able to remit their budget guidelines for the new fiscal year. The Director will investigate this further.

On the morning of the meeting, August 17, 2021, the Board received an email from board member Christopher Smith in which he questioned the lack of virtual link on the agenda and requested the meeting be recorded, as he could not attend due to the COVID-19 surge. To address this, the Director cited the timing of Mr. Smith's email; the agenda is posted a week in advanced and so a link could not be posted the morning of the meeting. Also, the Board had voted during July's meeting to cease recording the meetings. The Director also explained she was going by what the Town's guidelines are and, at the moment, masks are not mandated and there are in-person meetings being held by all departments. Should that change, the guidelines for the Community Building and meetings will change accordingly. Chair Wilkes would like to see the meetings remain in person, commenting on the tenant attendance now that meetings are in-person meetings versus that past year, when no residents attended virtual meetings. All members agreed the in-person meetings were beneficial to both the Board and residents and should remain in-person until instructed otherwise by the State and/or Town. Alex Malinowski made a motion to continue to hold the Hatfield Housing Authority's Board of Commissioners meetings in-person, seconded by Mike Hogan. All in favor; none opposed. Motion passed unanimously.

The Board had discussed Dean Couture's payment previously and therefore a motion to review, approve, and sign payroll, time sheets and accounts payable was made by Mike Hogan, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Chair Wilkes would like to see the Community Room's flooring replaced as well as the furniture. There was a brief discussion surrounding these changes, including giving away the current furniture via lottery to residents who would like to participate. Judy Schell will assist the Director as the Tenant representative during this endeavor.

Chair Wilkes asked about the replacement of all outside lighting. The Director had nothing new to report on that project at this time.

Alex Malinowski made a motion to approve Chair Wilkes signing the Certificate of Final Completion for project #127040 and remit payment to Dean Couture so long as he puts in writing he will repair the siding issues, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously. A motion to accept and sign the August 17, 2021, Warrant was made by Mike Hogan, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Motion to Adjourn

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

Respectfully Submitted,

Brenna Duquette, Secretary