



HATFIELD HOUSING AUTHORITY

2 SCHOOL STREET

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REGULAR MEETING HELD TUESDAY, October 19, 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, Alex Malinowski, and Brenna Duquette/Executive Director. Christopher Smith was absent. Tenants present were Roland Laurin, Jackie Courchesne, Bill Lahart, David Lavigne and Nancy Broussard. DHCD Construction Advisor Thomas Boyer was also present.

Citizens Speak:

Roland Laurin discussed the new crosswalk signs on School Street. Roland's concern is that cars do not slow down when the lights are blinking and people are crossing. The Director informed him this was a police matter. Roland asked if HHA would reach out to the Town of Hatfield. Jackie Courchesne inquired as to whether HHA's landscaping closer to the buildings was included in the repaving of the parking lot project; it is not. Bill Lahart added the grass that was reseeded during the parking lot project is not growing.

Mike Hogan made a motion to accept the minutes of the regular meeting held September 14, 2021, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

September 30, 2021 financial report is not available; fee accountant Gary DePace is currently working on it.

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

A motion to accept and sign the October 19, 2021, Warrant was made by Mike Hogan, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Old Business:

Project #127040: Community Building Residing – The Director invited DHCD Construction Advisor, Tom Boyer, to attend the meeting and offer insight on moving forward to resolve the ongoing issue with this project. Tom Boyer addressed the Board knowing the history of the Board's discontent with the work

done by Dean Couture in one specific area of the building. Mr. Boyer explained the Board may not make any repairs to the siding of the Community Building for a year due to the warranty on the project. Should any repairs be made by another contractor the warranty would be voided. Mike Hogan asked if Dean Couture could take HHA to small claims court for the payment being withheld. Mr. Boyer explained being that this project is a under contract through DHCD, Dean Couture would have to file a dispute with DHCD in Boston. After a brief discussion about the project and HHA's options to resolve this matter, Mr. Boyer offered a suggestion; presenting Dean Couture with a change order for the repairs to negotiate payment and avoid a dispute. Mike Hogan made a motion to present Dean Couture with a change order for the repairs to be made, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Project #127035: Unit Renovation – As of September 18, 2021, thirty (30) days after the Board voted to award this contract to low bidder Dean Couture General Contractor, the contract had not been accepted. It is the recommendation of RCAT to reject Dean Couture's low bid of \$23,660.00 for lack of response and to rebid the project. Mike Hogan made a motion to reject Dean Couture General Contractor's low bid, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously. Mike Hogan made a motion to rebid project #127035, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Project #127036: Repave of the Parking Lot – The punch list items are almost complete. Placement of two (2) benches on the new concrete pads and installation of two (2) cover plates on lamp posts are the items left. Chair Wilkes asked the Director to discuss tenant concerns of the School Street crosswalk with the Hatfield Police Department. The Director noted the addition of speed bumps on School Street is the Town's responsibility. Chair Wilkes mentioned the addition of a sycamore tree. The Director voiced the Board asked the tenants what type of tree they want to see planted and feels their opinion should be taken into account.

Project #127048: Emergency Generator for Backup Power – The Director provided the Board with design plans for the location of the generator and the propane tank. The Board had two options regarding the propane take: to work with a propane supplier to furnish and install the tank or have the tank furnished and installed as part of this project; HHA would own the propane tank with the second option. Alex Malinowski made a motion to accept the plans for placement of the generator as presented and to include the propane tank installation in the project, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

The Director asked the Board if it would be acceptable if the mini-split project was removed from 'Old Business' until HHA was ready to begin bidding process. The Board agreed this was acceptable.

The Director had nothing new to report regarding the YES Phone, iPad, Computer Cooperative Senior Center/High School/Housing Authority. Chair Wilkes asked the Director to reach out to the local sheriff as he is keen on supporting this type of project.

New Business:

Judy Schell reported on the tenant meeting held Tuesday, October 12, 2021: maintenance issues were the main discussions, but Judy Schell did want to note tenant Roland Laurin would like it in writing where in HHA's policies does it state he cannot have a unit transfer.

PHN 2021-20: FY2022 Budget Guidelines – The Director noted FYE 2022 budget allotted for a four percent (4%) increase in the ANUEL and the salary and qualifications schedule for Executive Directors is projected to be updated by December 2021. HHA's FYE 2022 budget submission is due by December 15, 2021.

Report of the Executive Director:

HHA's 2022 Capital Improvement Plan (CIP) was approved by DHCD. The Board was given a copy of this letter, which highlights the FY2022 projects and notes HHA is projected to underspend in FY2024. HHA will adjust when creating the CIP for FY2023 to include more spending allotted to FY2024.

Hatfield's Paciorek Electric won the bid for the replacement of the outdoor lighting.

The Board was presented this quarters vacancy report. Chair Wilkes asked the Director to provide the Board with the number of units that have been renovated thus far.

The Board was presented the year-end energy reports which includes gas, electric, solar, and water and sewer. A comparison of 2020 and 2021 was briefly discussed. Mike Hogan asked the Director to research cap protection programs from Berkshire Gas.

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 discussed his conversation with Peter Langlois, owner of the local restaurant Smithsonian, regarding the idea presented during September's meeting: to provide residents with a thanksgiving meal as a 'thank you' for all the cooperation during the renovation of the parking lot. It was suggested residents be distributed meals to their apartments due to the COVID-19 pandemic. The Director will obtain a count of how many residents would be interested in this offer and report back to Mike Hogan. This would be coming out of the Board Member's personal finances.

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