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AN EQUAL HOUSING OPPORTUNITY

REGULAR MEETING TUESDAY, JULY 21, 2020 HELD REMOTELY DUE TO SOCIAL DISTANCING GUIDELINES REALTED TO THE COVID-19 STATE OF EMERGENCY.

Meeting was called to order at 6:30 P.M. with acting Chairman Stanley Symanski presiding.

Roll Call: Acting Chair Stanley Symanski, John Wilkes, Roland Laurin, Christopher Smith, and Brenna Duquette/Executive Director. Alex Malinowski absent.

Citizens Speak
Nothing at this time.

John Wilkes made a motion to accept the Minutes of the regular meeting held on June 17, 2020, seconded by Roland Lauren with Christopher Smith abstaining. Motion passed.

John Wilkes reviewed the financial report as of June 30, 2020. There was brief discussion surrounding the People's United Bank Savings account, set up solely for the residents' Pet Deposits, so that Christopher Smith could identify the different HHA bank accounts. Christopher Smith posed a question about MOD funding and John Wilkes explained that funding was grants given to HHA from DHCD. Stanley Symanski explained the Laundry Balance and Receipts for Christopher Smith's benefit. John Wilkes made a motion to accept the financial report as of June 30, 2020 seconded by Roland Laurin with Christopher Smith abstaining. Motion passed.

Old Business:

The Annual Plan Public Hearing was postponed to August 3, 2020 so ensure notice of the hearing was publicly posted for at least 45 days. This does not affect the timeline; the final draft of the Annual Plan needs to be approved and submitted to DHCD by August 31, 2020. There was a brief discussion surrounding the posting of the Annual Plan. The Executive Director explained the Town Clerk posted the Notice of Public Hearing which states the Plan is available for viewing upon request.

AM/PM Plumbing & Heating had previously provided HHA with a report following their inspection of HHA's plumbing in each buildings' crawlspace. The Director received clarification on the notations that came from AM/PM. Specifically, there appears to be several minor leaks which need to be addressed immediately. Other areas of concern identified by AM/PM are what they consider "most likely to cause

serious problems in the future” and would be major upgrades. These would have to be added to HHA’s CIP in the future to be addressed.

A final draft of the Grievance Policy was distributed to all board members. There was brief discussion of the difference between the options of a three-member panel and a single hearing officer. The Director asked that the Board voted on whether to institute this Grievance Policy as well as a three-member panel versus a single hearing officer. John Wilkes made a motion to adopt the Grievance Procedure, which is to operate under a single hearing officer seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

Project #127036 – Repaving of HHA’s Parking Lot: Tighe & Bond submitted final plans to DHCD with an estimated cost for the project of \$186,300. This is due to added fees surrounding Tighe & Bond’s involvement in Town Meetings as well as two flashing crosswalk signs that were added to the plans at an estimated cost of \$20,000.00 for two signs. HHA is an applicant for a sustainability award that would ideally cover the cost of these flashing signs. John Wilkes asked the Director to contact the Town to inquire about funding for shade trees to help offset landscaping costs. Both DHCD and HHA’s target goal will be \$130,000.00 which will affect HHA’s CIP and funding for future projects. John Wilkes made a motion to accept the new \$130,000.00 estimated budget for project #127036, the repaving of the parking lot seconded by Roland Laurin with Christopher Smith abstaining. Motion passes.

HHA’s Capital Improvement Plan (CIP) final draft was provided to all members in June 2020’s meeting. John Wilkes made a motion to accept the previously drafted CIP as the final draft seconded by Roland Laurin with Christopher Smith abstaining. Motion passes.

Under old business: Roland Laurin inquired as to when the Tenant Handbook would be distributed to residents. The Director informed Roland Laurin this was put on hold due to COVID-19 as she will need to hold a meeting with residents to explain the Handbook and this is not possible with social distancing requirements.

New Business

The Board welcomed Christopher Smith and looks forward to working with him.

Election of Officers was performed. Stanley Symanski made a motion to elect John Wilkes as the Chairman seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously. John Wilkes made a motion to elect Stanley Symanski as Vice Chairman seconded by Roland Laurin. All in favor; none opposed. Motion passed unanimously. John Wilkes made a motion to elect Christopher Smith as Treasurer seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously. Stanley Symanski made a motion to elect Brenna Duquette as Secretary/Clerk seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

PHN 2020-23: Phase I & II Reopening Guidance

PHN 2020-24: Design and Funding Guidelines for Adapting LHA Office Spaces for Social Distancing and Indoor Air Quality

PHN 2020-25: Temporary Changes to Performance Management Review (PMR) Program

PHN 2020-26: Program Update for Agreed Upon Procedures (AUP)

REPORT OF THE EXECUTIVE DIRECTOR

Former Chairman Michael McGrath has been removed as an authorized signer on all accounts. Both Roland Laurin and Christopher Smith will be added as authorized signers. Once the Director receives the proper paperwork from the corporate office of People's United Bank, all members will have to resign the cards. The Director will coordinate with the Town Clerk so that Board Members can get their signatures notarized at both the Clerk's and their convenience.

The estimated completion date for the renovations of units 1D and 2C is September 30, 2020. Residents in these two buildings will be limited to one entrance of the building while renovations are performed. Vendors will have access to the buildings solely through the second entrance during the hours of 8 A.M. and 4 P.M.; vendors will be instructed to sanitize the hallway before they leave every day as they finish working ensuring resident safety.

Since February 2020 HHA has had four vacancies, two of which are still vacant due to COVID-19 and renovations being halted. The other two vacancies were leased up within three weeks of the units becoming vacant.

All Board Members were distributed the quarterly energy reports. Christopher Smith commented on the water and sewer budget, as it is going up 25% with the Town. Both John Wilkes and the Director explained fee accountant Gary DePace is responsible for the budget and therefore will consider the increase and plan accordingly for next year's budget.

Executive Session

Executive Session MGL Ch. 30A, Sec. 21 (a) #2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Stanley Symanski made a motion to enter executive session seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

Stanley Symanski making a motion to enter into open session seconded by Roland Laurin. All in favor; none opposed. Motion passed unanimously.

Christopher Smith made a motion to accept the Director's increase in salary, in accordance with her contract, with a retroactive payment dating back to February 19, 2020 seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

Christopher Smith made a motion to explore a five-year contract between HHA and the Director at the beginning of the next fiscal year, October 1, 2020 seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

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

Fee accountant Gary DePace provided the HHA FY2020 Budget Revision, which is necessary due to a deficit in Contract Costs, attributed to the lack of maintenance personnel for approximately one month in the beginning of this fiscal year. Some of the Contract Costs were reallocated to the Health and Safety funding HHA has yet to spend. The budget revision also includes the increase in salary for the Executive Director upon her six (6) month review per her contract with the Housing Authority. A final notable change is that Gary DePace allocated \$5,000.00 towards the purchase of a new, more efficient printer/copier for the HHA office. Stanley Symanski made a motion to accept the FYE2020 Budget Revision as recommended by the Executive Director and fee accountant Gary DePace, seconded by Roland Laurin. All in favor; non opposed. Motion passed unanimously.

Christopher Smith initiated a brief discussion surrounding the Town receiving funding for COVID-19 related expenses. Christopher Smith will act as liaison between the Town and HHA in this regard.

John Wilkes asked the Director about the relationship between the Council on Again and HHA. COVID-19 pandemic has prevented the COA and HHA from being able to coordinate events and activities for the residents, but the Director is confident when COVID-19 pandemic has subsided this will come to fruition.

John Wilkes inquired about Capawonk and the abutting neighbor's property line, citing there may be some of the neighbor's brush and other excess debris on Capawonk's property. Christopher Smith was tasked with determining where Capawonk's property lines are via plans held at the Assessor's Office.

Christopher Smith wanted to determine whether there was a charter which makes the Board Meetings concrete in it's day and time. The Director explained ultimately the meeting should be held on either a Monday or remain on a Tuesday. The meetings will continue to be held on the third Tuesday of every month.

Motion to review, approve and sign payroll, time sheets and accounts payable.

A motion to review, approve, and sign payroll, time sheets and accounts payable was made by Stanley Symanski seconded by Roland Laurin. All in favor; none opposed. Motion passed unanimously.

Motion to accept and sign the Warrant

Motion to accept and sign the July 21, 2020 Warrant was made by Stanley Symanski seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

Christopher Smith would like to see the Agenda submitted by the Chair, basing this notion on various Town Boards' Agenda. There was a brief discussion surrounding this matter. It was decided the agenda would be submitted under the Chair and Board Members can add to the agenda at least a week prior to the submittal of the agenda to the Town.

Motion to Adjourn

Motion to Adjourn was made by Stanley Symanski, seconded by Roland Laurin. All in favor; none opposed. Motion passed unanimously.

Respectfully Submitted,
Brenna Duquette, Secretary