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REGULAR MEETING TUESDAY, SEPTEMBER 15, 2020 HELD REMOTELY DUE TO SOCIAL DISTANCING GUIDELINES RELATED TO THE COVID-19 STATE OF EMERGENCY.

Meeting was called to order at 6:30 P.M. with Chairman John Wilkes presiding.

Roll Call: Chair John Wilkes, Stanly Symanski, Alex Malinowski, Christopher Smith, and Brenna Duquette/Executive Director.

Citizens Speak: Nothing at this time.

Stanley Symanski made a motion to accept the Minutes of the regular meeting held on August 18, 2020, seconded by Christopher Smith. All in favor; non opposed. Motion passed unanimously.

Financial report as of August 31, 2020 reflects a reimbursement from DHCD for several projects that were part of HHA's Formula Funding and a Health and Safety Award in the amount of \$26,409.49. Regarding solar energy: Christopher Smith led an informative discussion touching on the logistics of net metering credits versus actual usage and how it pertains to HHA. The new budget was discussed in brief; DHCD has yet to release the new budget guidelines therefore fee accountant Gary DePace cannot yet establish HHA's budget for Fiscal Year 2021. Stanley Symanski made a motion to accept the financial report as of August 31, 2020 seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Old Business:

Project #127036 – Repaving of Parking Lot: Project #127036 will be supplemented by DHCD's compliance reserve funds, meaning DHCD will cover the funding gap between the current budget of \$107,400.00 and the newly proposed estimated budget of \$248,460.00. However, Tighe and Bond is still required to create alternates to ensure the project is kept within its revised budget. The Board members will be presented with the alternates created by Tighe and Bond and decide if they are acceptable with regards to the needs of HHA. It was decided a special meeting may take place to review the alternates to ensure the project moves forward.

People's United Bank account signer adjustments are still pending currently.

Using technology funding that remains from FYE19's budget, the office printer/copier was upgraded in the amount of \$2,300.20, meaning there is still technology funding remaining after this purchase. HHA entered a contract with deRenzy Business Technologies.

New Business:

During August's Meeting, Amendment #5 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$65,588.00 -- \$53,511.00 for FY2023 Formula Funding Award, \$3,500.00 and \$5,500.00 for the Health and Safety Initiative award, and \$3,077.00 from DHCD compliance reserve award for asbestos removal related to the previous renovation of 4C -- was discussed. Since then, Amendment #6 to the CFA in the amount of \$11,000.000 was awarded to HHA. This is to fund the asbestos removal in the units 1D and 2C, which are currently undergoing renovations. Stanley Symanski made a motion to accept Amendment #5 Contract for Financial Assistance in the amount of \$65,588.00 seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously. Christopher Smith made a motion to accept Amendment #6 for a change in \$11,000.00 seconded by Stanley Symanski. All in favor; non opposed. Motion passed unanimously.

Project #127040 – New Siding for Community Building: Project #127040 has begun under RCAT and architect Roy Brown. A scope of work has been established and the new preliminary budget for the project is \$35,930.00. This project will include new clapboard and shake siding, reinstalling the vinyl shutters, and removing and reinstalling the existing gutters. Roy Brown scheduled an on-site visit to explore the potential decay on the building before finalizing the scope of work and sending the project out to bid. The Board questioned whether the windows were done recently with regards to adding the window replacement to this project. The Director suggested replacing the existing gutters (the current scope includes reinstalling existing gutters). All members agreed, if the windows are dated, their replacement is to be included in the scope of work as well as the replacement of the gutters.

PHN 2020-29: Allocation of Supplemental Funding for Coronavirus Response. HHA will be receiving \$14,256.00, or \$324.00 per unit, from DHCD for COVID-19 related expenses. Allocation of this funding was discussed, including an air purifier for the community room, with no decisions being made at this time.

REPORT OF THE EXECUTIVE DIRECTOR

An emergency hot water tank replacement in unit #1A was performed by AM/PM on September 3, 2020. Only one unit, #1A, was affected by the momentary lack of hot water due to a vacancy in the adjoining unit. Stanley Symanski questioned the warranty paperwork for the hot water heater being in our possession, not AM/PM's, and asked the Director to follow up on the matter.

Protective measures for common areas have begun to be instituted. A plexiglass barrier is to be installed on the Office door which will include a speak hole and a passthrough for paperwork. A wall mounted hand sanitizer dispenser was installed in the laundry room. The Director is exploring options for the Community Room so that it can be opened and used safely, recognizing it is important to residents to have that communal space available for use.

According to Comcast, the distance of the Community Building's open Wi-Fi network allegedly reaches the span of 800ft. The Director would like to test this capability asking residents in the four corners of Capawonk's property to connect to the Wi-Fi to ensure all residents are able to access this free Wi-Fi network. If all residents cannot access the Wi-Fi, the Director will purchase a booster to alleviate this issue.

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

Christopher Smith brought up replacing Roland Laurin as the tenant board member. The Director will coordinate this replacement with Town Clerk Lydia Szych.

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 Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Motion to accept and sign the Warrant

Motion to accept and sign the September 15, 2020 Warrant was made by Stanley Symanski seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

Motion to Adjourn

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

Respectfully Submitted,

Brenna Duquette, Secretary