



HATFIELD HOUSING AUTHORITY  
2 SCHOOL STREET  
HATFIELD, MA 01038

O: (413) 247-9202 F: (413) 247-6428  
OFFICE@HATFIELDHOUSING.ORG  
AN EQUAL HOUSING OPPORTUNITY

Received and Filed  
*Raine Halcor*  
Assistant Town Clerk

DEC 8 2020 AM 10:23

**REGULAR MEETING TUESDAY, OCTOBER 20, 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 Chairman John Wilkes presiding.

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

**Citizens Speak:**

Tenant Roland Laurin requested the Board consider moving the emergency generator for backup power, scheduled to be completed in FY2025, to fiscal year ending 2021. On October 7, 2020, a storm caused a power outage and residents of Capawonk were without power for a substantial amount of time, raising concerns for those residents with medical needs amongst other major concerns. Roland Laurin also presented to the Board tenant displeasure with the washing machines and dryers purchased in the spring of 2020. One of the washing machines has been inoperable and due to the COVID-19 pandemic repairs have been delayed. John Wilkes thanked Roland for presenting the Board with these topics.

Alex Malinowski made a motion to accept the Minutes of the regular meeting held on September 15, 2020, seconded by Christopher Smith. All in favor; non opposed. Motion passed unanimously.

Financial report as of September 30, 2020 will be available during November's Meeting as part of the Year End 2020 Financial Report.

**Old Business:**

People's United Bank account signer adjustments are complete. Former Chair Michael McGrath was removed from both the checking and savings accounts and Christopher Smith was added in his place. Alex Malinowski was not able to complete the necessary paperwork, but Alex will have the opportunity to do so in the future when a new tenant Board member is added.

The Director informed the residents of Capawonk the Tenant Board Member position was vacant and an election was required to fill the position. Residents were informed through notices placed on bulletin boards in residential entrances and outside of the main office. A sign-up sheet was posted in the laundry room for those who were interested in being added to the ballot for the election of the tenant Board member position. At this time no residents had signed up to participate in the election. Christopher

Smith suggested instituting a Local Tenant Organization (LTO) as an alternative. The Director agreed to survey the residents on whether an LTO would be a more feasible option.

Update on project #127040 – New Community Building Siding: All bids due October 21, 2020. The Board will be presented with bids during November's meeting with the estimated cost of \$27,800.00.

Christopher Smith made a motion to table this project and instead put the funding into purchasing generators for Capawonk, no second. Motion does not pass. Christopher Smith reformed the motion, making it instead to prioritize a backup generator as a high priority. The Board is in agreement; a generator and solution to potential power outages will be pursued aggressively, including reaching out to State Representatives. Meanwhile, project #127040 will continue as scheduled.

Completion of the 2019 Agreed Upon Procedures (AUP) Audit. Exceptions found in the following categories: Tenant Accounting, Inventory, and Eligibility Compliance. All exceptions were found during the previous administration as the Director's contract began at the end of FY2019. Therefore, most Exceptions have been corrected, are in the process of being corrected, or have since been prevented.

**New Business:**

Project #127039 – Renovations of Units 1D and 2C: The Director sought Board approval for change order #1 in the amount of \$270.00 to contractor Dean Couture. Dean Couture completed additional repairs not included in the original scope of work. Stanley Symanski made the motion to approve change order #1, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously. Small project requisition form for 75% payment to Dean Couture in the amount of \$26,804.25 (includes change order #1) for project #127039 was presented to the Board. Alex Malinowski made a motion to approve small project requisition form in the amount of \$26,804.25, seconded by Stanley Symanski. All in favor, none opposed. Motion Passed unanimously.

Bids for the 2020/2021 snow removal season were mailed via USPS to four local landscaping companies and one proposal was received from Pioneer Landscapes via email prior to bids being mailed out. Spring Valley Landscaping was the only response received in the allotted time. Pioneer Landscapes had the lowest pricing and has been used in the past few years. Christopher Smith made a motion to accept Pioneer Landscape's proposal for the 2020/2021 snow removal, seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

Maintenance Compensatory time, per the Personnel Policy, is agreed upon by the Executive Director and maintenance personnel. The Director proposed eliminating maintenance compensatory time; instead, employees will be paid 1.5x the normal rate for any overtime hours worked. Fee accountant Gary DePace has budgeted for this change in policy within the operating budget. Stanley Symanski made a motion to amend the Personnel Policy, paying time and a half for overtime worked in lieu of compensatory time, seconded by Alex Malinowski. Motion passed 2-0, with Christopher Smith abstaining.

PHN 2020-30: FY2021 Budget Guidelines

PHN 2020-31: Treatment of Unemployment Insurance Benefit Income

PHN 2020-32: Eviction Prevention Guidance



## **REPORT OF THE EXECUTIVE DIRECTOR**

On September 28, 2020 there was a small fire caused on a stove top in one of the units and the Hatfield Fire Department was dispatched. No one was hurt. HHA's property was minimally damaged primarily due to the use of a fire extinguisher by the resident. HHA did incur the cost of cleaning the debris from the fire extinguisher. An annual inspection of HHA's heat detectors had been scheduled for the following day, thereby ensuring all heat and smoke detectors were working properly following the fire.

The power outage from October 7, 2020 was thoroughly discussed both during Citizens Speak and under New Business. The Board requested that HHA provide tenants with an emergency plan for long term outages and other emergencies of that nature.

All tenant annual recertifications have been completed.

End of the year vacancy report: there has been a total of seven vacancies throughout fiscal year ending 2020 (that is, October 1, 2019 – September 30, 2020). The two current vacancies are to be leased up November 2, 2020.

Payment of electric utilities was discussed during October's Board Meeting; specifically, Christopher Smith raised the question of the last known bill where payment from HHA was due. The Director reported the last Eversource invoice noting payment due was July 2019. Christopher Smith initiated a discussion on the installation of mini-splits in the units via a grant designed for housing authorities. This topic will have to be researched further.

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

The home next to Capawonk was recently sold. The new homeowners contacted the Director as they would like to install a fence between the two properties. John Wilkes asked if access for emergency vehicles would be hindered by the fence, placement being dependent on property lines. The Board deemed it necessary for the homeowners to present them with the results of the land survey prior to installation of the fence.

John Wilkes inquired about the status of the washing machine in need of repair. The parts necessary to make the repairs had been delivered Tuesday, October 20, 2020, although delivery had been delayed due to the COVID-19 pandemic. A technician from Manny's Appliances is scheduled to perform the repairs Wednesday, October 1, 2020.

### **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 Alex Malinowski, seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

### **Motion to accept and sign the Warrant**

Motion to accept and sign the October 20, 2020 Warrant was made by Alex Malinowski, seconded by Stanley Symanski. 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