



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

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MAR 8 2021 PM 4:16

REGULAR MEETING TUESDAY, JANUARY 19, 2021 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.

Citizens Speak:
Nothing at this time.

Minutes of the regular meeting held December 15, 2020 had one error under "Other Business", as observed by John Wilkes. The Director will correct this error before submitting the minutes. Stanley Symanski made a motion to accept the minutes of the regular meeting held on December 15, 2020, seconded by Alex Malinowski. Motion passed 2-0 with Christopher Smith abstaining.

Christopher Smith made a motion to accept the financial report as of December 31, 2020 - which included the Quarterly reports - seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

Old Business:

Project #127036 – Repaving of the Parking Lot: DHCD has authorized the bidding of project 127036 and an estimated bidding schedule, as follows:

- An advertisement will appear in the Central Register January 27, 2021 with all bids due February 24, 2021 via electronic submission
- Notice to Proceed (NTP) issued by HHA March 31, 2021
- Construction Completion within sixty (60) days from NTP or May 31, 2021

HHA's advertising requirements include a notice on the CommBuys system and an advertisement to be placed in the Daily Hampshire Gazette at least two (2) weeks prior to the bid openings.

Project #127048 – Emergency Generator for Backup Power: DHCD has assigned an engineer to the project, who will be visiting Capawonk in the coming weeks to perform a site survey. The Board had a brief discussion regarding the urgency needed to complete the installation of a backup generator, as well as various resources HHA could possibly gain funding from to supplement the disparity between estimated cost of a generator and what was allotted through DHCD. Christopher

smith made a motion that the Board of Commissioners makes project #127048 a top priority for HHA, seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

The Executive Director's contract for fiscal year ending 2021 has been approved by DHCD in the amount of \$30,739.00. Stanley Symanski made a motion to accept the new contract amount of \$30,739.00 for fiscal year ending 2021, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

During December's meeting, Stanley Symanski discussed the possibility of the Board of Selectmen choosing an interim member until a tenant comes forward to fill the chair. The Director contacted Town Clerk Lydia Szych, seeking guidance on how to proceed filling the fifth board member position if no tenant is willing to sit on the Board of Commissioners. Lydia Szych has forwarded the inquiry to the Town's counsel, Thomas Mullen. Christopher Smith asked the Director to reach out to the residents of Capawonk again. The Board agreed the Director has made more than enough attempts at filling this position and therefore residents will not be contacted on the matter at this time. The Board will await the opinion of Mr. Mullen as well as guidance from DHCD.

New Business:

The Director created a policy banning the use of space heaters at Capawonk, which is to be added to the Tenant Handbook. Stanley Symanski made a motion to accept the implementation of the Space Heater policy as of February 1, 2021, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

PHN 2020-40: Management Agreement Guidelines

PHN 2020-41: December 2020 COVID Relief Bill and State-Aided Public Housing

REPORT OF THE EXECUTIVE DIRECTOR

The Director has begun COVID-19 office and community room preventative measures, under project #127049 – COVID-19 Office Adaption. Thus far, two (2) air purifiers have been purchased. One was placed in the office with the second intended for use around Capawonk (for example, if a contractor is working in a unit an air purifier will be running simultaneously and after completion of work). Two (2) larger air purifiers have been purchased to be placed in the Community Room and the hallway leading towards the laundry facilities. The Director is still researching – with the help of other LHAs – whether a fogger or an electrostatic sprayer is ideal for the community room, but expects to acquire some type of disinfectant equipment soon.

Maintenance noted outdated extinguishers in the Community Building, prompting their replacement. In addition, an extinguisher was added to each of the eleven (11) front communal stairwells. The purchase and installation was performed by Fire Fighting Equipment. HHA has also contracted them to service all extinguishers going forward.

During December's meeting, Chair Wilkes had asked the Director to create a list of all grants HHA has received since she took over the position in August of 2019. Grant funding received has totaled \$23,000.00 thus far.

A list of those grants is as follows:

- Technology Funding - \$5,000.00
- Health and Safety Award - \$8,000.00
- COVID-19 Office Adaptations - \$10,000.00

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 discussed COVID-19 vaccination opportunities, referencing the Lathrop community who participated in an on-site clinic ran by the Southamptn Walgreens. The Director has reached out to both Lathrop and the Southamptn Walgreens. Because Phase I of the vaccinations is not yet completed, Walgreens would not commit to scheduling on-site clinics for Phase II. When Housing Authorities received the vaccine is dependent on when Phase I recipients are finalized. Christopher Smith stressed the importance of residents being kept separate from the general population and asked the Director to reach out to Hatfield's Board of Health to coordinate an effort for Capawonk.

The Director needs guidance from the Board regarding pay for maintenance overtime, specifically because snow removal is not predictable and maintenance is sometimes required to work on nights and weekends. There is a discrepancy between the Federal law – which states an employee gets paid time and a half over forty (40) hours – and HHA's Personnel Policy, which is over twenty (20) hours because the maintenance position is a part time position. Clarification is also needed whether snow removal during normal scheduled hours should mean maintenance gets paid regular rate or a specific "snow removal" rate. The Board debated these questions, with further discussion needed on this topic before defining the rates and solidifying the Personnel Policy change.

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 Christopher Smith. All in favor; none opposed. Motion passed unanimously.

Motion to accept and sign the Warrant

Motion to accept and sign the January 19, 2021 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 Christopher Smith. All in favor; none opposed. Motion passed unanimously.

Respectfully Submitted,

Brenna Duquette, Secretary