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JAN 14 2021 AM 9:58

**REGULAR MEETING TUESDAY, NOVEMBER 17, 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, Christopher Smith, and Brenna Duquette/Executive Director. Alex Malinowski absent. Fee accountant Gary DePace also present.

Citizens Speak:  
Nothing at this time.

Minutes of the regular meeting held on October 20, 2020: there was an error in the recording of the Board vote regarding maintenance compensatory time. Director will amend the minutes to reflect actual vote of 2-0, with Christopher Smith abstaining. Stanley Symanski made a motion to accept the Minutes of the regular meeting held on October 20, 2020, seconded by Christopher Smith. All in favor; non opposed. Motion passed unanimously.

Financial reports for Fiscal Year End September 30, 2020 were discussed. Fee accountant Gary DePace explained how HHA earns its subsidy from the state of Massachusetts which is comprised of 3 elements: the revenue HHA takes in, the ANUEL (annual Non-utility expense level), and utilities. John Wilkes questioned the Fees Assessed for Units Without a Waiver, which equaled \$852.50, due to units which remained vacant past the date of the given waiver for that unit. Gary DePace believes DHCD may waive this fee due to the COVID-19 pandemic. Stanley Symanski made a motion to accept the Financial Statements as of September 30, 2020 as well as a motion that all Board members have been given for review the Top 5 Salaries, seconded Christopher Smith. All in favor; none opposed. Motion passed unanimously.

Fee accountant Gary DePace presented HHA's Annual Operating Budget for Fiscal Year End September 30, 2021. HHA is requesting a \$34,383.00 subsidy for the year. Per DHCD's budget guidelines issued on September 17, 2020, HHA had to budget for a 4% decrease in the ANUEL but HHA received funding for COVID-19 related expenses, therefore the budget is not being significantly affected. The FYE21 budget is conservative in that we are not planning to spend outside of the normal Operating Budget, leaving HHA's reserves healthy at 74%. The Executive Director's salary has been brought up to the maximum salary allowed by DHCD; \$30,739.00. The subject of Maintenance pay for overtime versus on-call time



per the Personnel Policy was discussed and ultimately tabled, as it appears the Personnel Policy needs to be reexamined now that compensatory time has been eliminated. Stanley Symanski made a motion to accept the proposed budget for fiscal year ending September 30, 2020, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

**Old Business:**

Resident surveys regarding the Tenant Board member position and Local Tenant Organization (LTO): A survey was dispensed to all tenants individually per Board request after receiving no volunteers to fill the Tenant Board Member position. This five-question survey followed by space for additional comments was distributed to ascertain how tenants regard the Board and whether an LTO would be appropriate for HHA. Twenty out of the forty-four residents submitted their feedback. In summary, residents appear to be hesitant about a single Board member and receptive to the idea of an LTO. At the risk of harassing tenants, the Board agreed to revisit this subject after the new year, possibly in line with the Town's February nominations. The Director will explore what steps need to be taken to institute an LTO.

Project #127040 – New Community Building Siding: RCAT and architect Roy Brown are recommending the Board vote to award the project to contractor Dean Couture whose bid came in at \$27,240.00. Stanley Symanski made a motion to accept Dean Couture's bid for the new community building siding in the amount of \$27,240.00. Christopher Smith abstained from the vote and then changed his vote to no, citing the project "rubs him the wrong way". Motion does not pass as there is no quorum.

Project #127039 - Renovations of units 1D and 2C: renovations were completed on November 2, 2020 by contractor Dean Couture. Lease-ups for both units occurred on November 2, 2020. Christopher Smith made a motion to approve the Certificate of Substantial Completion for November 2, 2020, seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously. A partial payment was previously made to Dean Couture, with final payment due in the amount of \$11,847.75 which included the Change Order #2 in the amount of \$1,122.00 for additional work performed. Christopher Smith made a motion to approve the Certificate of Final Completion and the Change Order #2 in the amount of \$11,847.75, seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

**New Business:**

Project #127048 - Emergency Generator for Backup Power: funding has been allocated and an engineer has been assigned to the project. The project will be moving forward ahead of its original schedule, FYE 2025, and is to be completed in FYE21.

PHN 2020-33: COVID-19 Response Updated Recommendations

PHN 2020-34: Guidance on Regulations Regarding Family Members of LHA Board Members and Employees

PHN 2020-35: Regulatory Waiver Regarding Senior Wage Exclusion

PHN 2020-36: Revision to PHN 2018-03: Changes to HAFIS Budget and Operating Statement Forms for LHAs with Solar Power Sent Meter Credit Contracts

#### **REPORT OF THE EXECUTIVE DIRECTOR**

The Director has requested a change in HHA's RCAT project manager (PM). Since assuming the role of Executive Director, there have been numerous projects overseen by RCAT PM Stanley Pitchko during which several problems arose which should have been avoided and the lack of communication between RCAT and HHA was not conducive to an effective working relationship. The purpose of the service contract with RCAT is to help small LHAs with projects over \$10,000.00 and the Director has found through the current PM, HHA is not receiving a level of service as outlined in the contract with RCAT.

All tenants have been given notice of the opportunity to sign up for ACH direct deposit for their monthly rental payments. One simple form is to be completed to participate in direct deposit. The Director hopes this opportunity is a convenience for residents.

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

The Director proposed the idea of moving the monthly meetings from the usual time of 6:30 P.M. up to 6 P.M., while remaining on the third Tuesday of every month. Christopher Smith wondered whether 6:30 P.M. was in the original charter of HHA and asked the Director to investigate what the proper procedure is to change the meeting time.

**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.

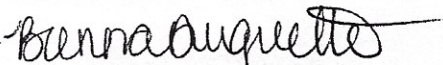
**Motion to accept and sign the Warrant**

Motion to accept and sign the November 17, 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 Christopher Smith. All in favor; none opposed. Motion passed unanimously.

Respectfully Submitted,



Brenna Duquette, Secretary