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REGULAR MEETING TUESDAY, DECEMBER 15, 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, and Brenna Duquette/Executive Director. Christopher Smith absent.

Citizens Speak:
Nothing at this time.

Alex Malinowski made a motion to accept the minutes of the regular meeting held on November 17, 2020, seconded by Stanley Symanski. All in favor; non opposed. Motion passed unanimously.

Stanley Symanski made a motion to accept the financial report as of November 30, 2020, seconded by Alex Malinowski. All in favor; non opposed. Motion passed unanimously.

Old Business:

Project #127040 – New Community Building Siding:

Quality Renovation's low bid was considered non-responsive due to their failure to follow protocol while filling out the Projectdog.com bid. Alex Malinowski made a motion to reject Quality Renovation's bid based on the circumstances surrounding their bid submittal, seconded by Stanley Symanski. All in favor; non opposed. Motion passed unanimously.

AM Enterprises Corporation's bid was considered non-responsive due to the nature of their references. AM Enterprises Corporation was given two (2) opportunities to provide relevant references. They failed to do so. Stanley Symanski made a motion to reject AM Enterprise Corporation's bid due to their failure to provide references from pertinent projects, similar to project #127040, seconded by Alex Malinowski. All in favor; non opposed. Motion passed unanimously.

Roy S. Brown, architect for project #127040, is recommending the project be awarded to contractor Dean Couture - whose bid came in at \$27, 240.00 – because of both positive past experiences and the success of Dean Couture's business. Stanley Symanski made a motion to accept Dean Couture's bid for the new community building siding in the amount of \$27,240.00, seconded by Alex Malinowski. All in favor; non opposed. Motion passed unanimously.

Project #127036 – Repaving of the Parking Lot:

Tighe & Bond presented HHA with an updated timeline for the completion of Capawonk's parking lot repaving project; this included a draft schedule for bidding and construction for the project. This is projected to be completed mid-May 2021. John Wilkes mentioned using funding set aside by the Community Preservation Board to replant trees that are to be removed according to Tighe & Bond's designs. The Director will explore this avenue.

New Business:

The Board was presented with a final draft of the Director's contract, which was initially discussed during July 2020's Meeting. Stanley Symanski made a motion to approve the Executive Director's one (1) year contract for Fiscal Year End 2021 with a salary of \$29,845.00, seconded by Alex Malinowski. All in favor; non opposed. Motion passed unanimously.

HHA received approval of COVID-19 funding, which is umbrellaed under project #127049 – COVID-19 Office Adaption, in the amount of \$10,000.00. The Director intends to use this funding to purchase air purifiers for the Community Room and Office as well as a disinfectant fogger. The hope is upon installation of this equipment, residents will be able to safely use the Community Room soon.

PHN 2020-37: Insurance Renewal Notice

PHN 2020-38: Tenant Selection Criteria in Performance Management Review

PHN 2020-39: LHA Responsibilities to Victims of Domestic Violence

REPORT OF THE EXECUTIVE DIRECTOR

HHA has a new RCAT project manager (PM), Stephen Larry. Stephen has worked with LHAs for over thirty (30) years, is highly qualified, and thus far HHA's relationship with RCAT and our modernization operations have improved dramatically. The Director looks forward to a continued working relationship with RCAT now that Stephen Larry is HHA's PM.

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

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 December 15, 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,

A handwritten signature in black ink, appearing to read "Brenna Duquette", with a stylized flourish at the end.

Brenna Duquette, Secretary