



**HATFIELD HOUSING AUTHORITY** 12/11/2023 @ 4:21 PM  
**2 SCHOOL STREET**  
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***REGULAR MEETING HELD THURSDAY, October 17, 2023, HELD AT 2 SCHOOL STREET, HATFIELD, MASSACHUSETTS.***

Meeting was called to order at 6:00 P.M. with Chairperson John Wilkes presiding.

Roll Call: Chair John Wilkes, Judy Schell, Christopher Smith, and Brenna Duquette/Executive Director. Members absent were Alex Malinowski and Kyle Scott. Tenants present were Jackie Courchesne, Roland Laurin, Nancy Broussard, and Nancy Parsons.

**Citizens Speak:**

Nancy Parsons asked for a status update on the replacement of the handrail for the courtyard entrance of building 3. The Director explained that this handrail, and several others, are to be replaced as part of a capital improvement project. She estimated construction to start in Spring 2024 and assured Ms. Parsons a temporary handrail will be installed to get through this coming winter season.

Judy Schell made a motion to accept the minutes if the regular meeting held September 14, 2023, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

The September 30, 2023, financial reports, which include the year-end reports, will be available for November's meeting. The Director asked members to convey any projects they would like to take place in FYE2024 to her prior to November's meeting. She also reported on several projects she asked fee accountant Gary DePace to consider in FYE24's budget including: installation of security cameras on the Main Street side of the property, landscaping overhaul, removal of a dead tree, as well as a land survey and report of the property line for HHA.

Judy Schell made a motion to review, approve and sign payroll, time sheets, accounts payables, and the October 17, 2023 Warrant, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

**Old Business:**

Project #127051: Sustainability – The Director presented the Board with Reimbursable #2 from Bowman Engineering, Inc. in the amount of \$1,804; \$1,640 for Green Environmental Consulting, Inc.'s asbestos consulting services with an additional ten (10) percent for Bowman Engineering's consulting services. Christopher Smiht made a motion to accept Reimbursable #2 seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Green Environmental Consulting, Inc. also submitted a quote for services during the construction phase of this project in the amount of \$13,400. Services include asbestos abatement, clearance monitoring and post-construction submittals. Christopher Smith made a motion to accept Green Environmental Consulting, Inc.'s quote for above mentioned services in the amount of \$13,400, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Judy Schell thought it would be prudent to table the discussion of the air source heat pumps (ASHPs) until the November meeting given that all members were not present. Chair Wilkes asked that the Director report on recent developments on the topic. The Director recently attended the MassNAHRO conference, during which EOHLC presented a pilot program for procuring contractors to service ASHPs at LHAs State-wide. EOHLC's budget guidelines for FYE24 included an increased exemption of \$250 per ASHP unit. The intent of these newest EOHLC initiatives is to alleviate the financial and administrative burden on housing authorities choosing to install ASHPs. The Director also discussed this topic with other Executive Directors who have recently installed ASHPs at their LHAs. Particularly those installations performed by Girard Heating & Cooling. All feedback on the contractor, the work performed, and the units themselves was positive. Finally, the Director discussed this matter with HHA's fee accountant, Gary DePace, as his services include an expansive portfolio of LHAs. Gary DePace has seen the efficiency of the ASHPs translate into energy savings that essentially pays for the maintenance of the ASHPs. Gary DePace also added that – whether HHA agrees with it – the “green deal” in Massachusetts is set in motion and LHAs will eventually be forced to adhere to the omission and energy guidelines. Therefore, in his professional opinion, it is best to seize this opportunity while the funding is available. The final piece of information the Director wanted to convey was a poll of tenant opinions: tenants were split almost equally between wanting the ASHPs and not wanting them or not having an opinion either way.

In addition to the Director's information, the Board was presented with letters from State Representative Lindsay Sabadosa and Senator Jo Comerford. It was agreed that the letters would be discussed during November's meeting given that both had come just that afternoon and it was not enough time for the Board to review them for discussion.

Chair Wilkes would like to have confirmation that HHA will have financial support should any of the ASHP units fail. He voiced this would need to be concrete and in writing to alleviate his concerns about the financial burden of installing ASHPs. Chair Wilkes also asked that the Director obtain pictures of units installed at other LHAs.

Judy Schell made a motion to table the discussion of ASHPs, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

#### **New Business:**

The Director presented the Board with an addition to the current Air Conditioning Policy. This was suggested because there was a change in the dates of the heating season per the State Sanitary Code. The Board felt change was unnecessary and did not bring the policy change to a vote.

#### **Report of the Executive Director:**

The Board was given the energy reports which include the Town's water and sewer invoicing. It was noted there has been a substantial increase when compared to October 2022.

The Director presented the vacancy report from the quarter ending September 30<sup>th</sup>. There were two (2) vacancies this quarter, both of which are currently tenant occupied.

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

Project 127036: Repaving of Parking Lot – Change Order #6 in the amount of \$1,915.04 and Change Order #8 in the amount of \$38,508.08 were submitted to HHA. C.O. #6 was work done in the Spring of 2022; scoping of a drain from the roof line to ascertain if there was a leak in the pipe. C.O #8 is for the recent installation of a catch basin to alleviate a water pooling issue; a result of the pitch of the new sidewalks. Judy Schell made a motion to approve these change orders in the sum of \$40,423.12, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

**Motion to Adjourn**

Motion to Adjourn was made by Judy Schell, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

Respectfully Submitted,

Brenna Duquette, Secretary