



**HATFIELD HOUSING AUTHORITY**  
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***AN EQUAL HOUSING OPPORTUNITY***

***REGULAR MEETING HELD TUESDAY, May 16, 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, Alex Malinowski, and Brenna Duquette/Executive Director. Tenants present were Nancy Broussard, James Williamson, Jackie Courchesne and Roland Laurin. Members Mike Hogan and Christopher Smith joined after roll call.

**Citizens Speak:**

Jackie Courchesne would like to know why tenants are not being asked their opinions on the installation of mini-splits (that is, air source heat pumps) at Capawonk. Chair Wilkes informed Ms. Courchesne this was an agenda item and would be discussed later in the meeting.

Judy Schell made a motion to accept the minutes if the regular meeting held April 18, 2023, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

There was a brief discussion of the financial reports as of April 30, 2023. The treasurer's report read as "March 31, 2023" in error, but the report reflected the financials as of April 30, 2023. The tenant accounts receivables balance continues to grow. The Director asked that the Board approve an accounts receivable balance write-off in the amount of \$710, a result of the death of a tenant. Chair Wilkes would like to wait before voting on this write-off. Alex Malinowski made a motion to accept the financial reports as of April 30, 2023, including the quarterly financial reports, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

After reviewing the accounts payables and warrant, Mike Hogan made a motion to review, approve and sign payroll, time sheets, accounts payables, and the May 16, 2023 Warrant, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

**Old Business:**

A program manager from ABCD, the company funding the installation of air source heat pumps (ASHPs) at HHA, provided the Director with estimates of what the annual energy savings would be with the ASHPs. ABCD analysts estimate HHA would have an average annual savings over forty percent (40%). Analysts from ABCD also confirmed the potential cooling usage is included in the savings calculation. This was an important note being that HHA felt the savings from ASHPs would be offset by additional cooling not currently used by all forty-four (44) units. Chair Wilkes expressed that, although he was

initially advocating for this project, he has changed his position on the matter. Mainly because there would be forty-five (45) outdoor units installed on the property but also because of the high cost to maintain the units annually (which had been estimated at \$250 per unit). Christopher Smith believes \$250 is too much. The Director will gather estimates from local contractors, as the approximation came from other LHAs. Mr. Smith asked that the Council on Aging be contacted as well, as they have several ASHPs. Both Mike Hogan and Alex Malinowski echoed Chair Wilkes' sentiments, with Alex adding that the Town would not appreciate the aesthetically displeasing equipment on Historic Main Street. The Director also cautioned that the maintenance of the equipment would be a financial strain on HHA; Mr. Smith thinks the savings would counter the financial burden. Chair Wilkes is not confident there will be significant savings, with other members agreeing. More concrete information is required. Judy Schell made a motion to table the air source heat pump installation project, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

The Director presented the Board with a copy of the FYE2024 Capital Improvement Plan (CIP) draft. Items added to the existing CIP included: replacement of exterior handrails (for the eleven courtyard entrances to each building), hallway stair recovering, repair of concrete sidewalks, and replacement of the laundry room floor. The Director noted some projects were more important than others, such as the repairing of the sidewalks versus the laundry room floor. She also noted that if an emergency arose, the CIP could be revised to accommodate the Housing Authority's needs. Christopher Smith noted that FYE24's projects did not appear to add up to the total budgeted amount for the year. The Director will remediate this before a final draft is submitted. Judy Schell made a motion to accept the FYE24 Capital Improvement Plan, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

The Director presented the Board with the quarterly vacancy report. She also took the opportunity to discuss DHCD's decision to award HHA \$90k in funding from the Vacant Unit Program. This is approximately half of the cost to renovate the current three (3) vacancies, with HHA covering the other half through formula funding and operating reserves. The Director had hoped to secure funding to cover one hundred percent (100%) of the cost to renovate the vacancies, but is pleased with the additional \$90k HHA was awarded.

The Director presented the Board with the quarterly energy reports. No further discussion.

#### **New Business:**

Project #127051: Range Hoods and Bath Fans – The Director provided the Work Order and Fee Proposal for this project. She has met with the design consultant and engineer to discuss the logistics of venting the range hoods as well as placement of the bath fans. The estimated total construction cost for this project is \$302,500. Mike Hogan questioned if the asbestos removal allocation was included in the fee proposal or work order; DHCD has a Compliance Reserve and HHA will be requesting funding for testing and necessary abatement from this reserve. Alex Malinowski made a motion to accept project #127051: Range Hoods and Bath Fans' work order and fee proposal, seconded by Christopher Smith. All in favor; none opposed. Motion passed unanimously.

The Director provided the Board with a proposed draft for the Laundry Account Policy and asked that members be prepared to vote on it during June's meeting.

PHN 2023-05: Inspector General Guidance Regarding Fiscal Responsibilities of LHA Board Members – all members were given a copy of this PHN for review.

**Report of the Executive Director:**

The Director provided each member with a copy of the 2024 Annual Plan draft and noted the Hearing is scheduled for June 20, 2023, at 5:30 PM. She also noted the residents have been notified of the Annual Plan Hearing and a copy of the Annual Plan draft is posted outside of her office.

FYE22 Agreed Upon Procedures (AUP) has been completed. The Board was given copies of the report. There was one exception found; one of the files chosen did not have a signed lease addendum. The Director responded to the exception, stating going forward, the Authority will be more diligent when ensuring all lease addendums are signed and retained in the tenants' files.

ARPA Funding has finally been allocated to HHA and project #127055: Painting of Common Stairwells has begun.

**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 questioned if tenants were allowed to move from second floor units to first floor units based on medical conditions. They are. Per HHA's policy, this is the only type of transfer allowed.

Chair Wilkes thanked Mike Hogan for his service on HHA's Board. This was Mike Hogan's final meeting as a HHA commissioner and Treasurer.

**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