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**TOWN OF HATFIELD
MASSACHUSETTS**

MEETING NOTICE

RECEIVED AND POSTED
Brenna Duquette
ASSISTANT TOWN CLERK

12/12/2019 @ 9:24 am

Board or Committee Name: Hatfield Housing Authority

Date and time of Meeting: Wednesday, December 17, 2019 at 6:30 P.M.

Location of Meeting: 2 School Street

Source: Brenna Duquette, Executive Director/Secretary

Agenda: REGULAR MEETING December 17, 2019

Meeting will be called to order at 6:30 P.M. at 2 School Street, Hatfield, MA

Roll Call

Citizen Speak

Minutes of Regular Meeting Held November 20, 2019

Financial Report as of November 30, 2019

Motion to review, approve and sign payroll, time sheets and accounts payable.

OLD BUSINESS

1. Proposal of Tenant Handbook following the December 11, 2019 meeting with tenants
2. FY20 Health and Safety Initiative submitted

NEW BUSINESS

1. Maintenance
2. Annual Fire Alarm System Testing

3. Ethics Training for Board Members
4. PHN #2019-28: Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance Policy Period – 11/17/19 to 11/17/20

REPORT OF THE EXECUTIVE DIRECTOR

1. Vacancies
2. DHCD Facility Management Inspection Training completed

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

Motion to accept and sign the December 17, 2019 Warrant.

Motion to Adjourn

Respectfully Submitted,

Brenna Duquette
Secretary