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 ASSISTANT TOWN CLERK

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 AN EQUAL HOUSING OPPORTUNITY

REGULAR MEETING HELD TUESDAY, June 20, 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, Alex Malinowski, Kyle Scott and Brenna Duquette/Executive Director. Tenants present were Nancy Broussard, Nancy Parsons, Bernice Kellogg, Jackie Courchesne and Roland Laurin.

Citizens Speak:
 Nothing at this time.

Judy Schell made a motion to accept the minutes if the regular meeting held May 16, 2023, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

There was a brief discussion of the financial reports as of May 31, 2023. Chair Wilkes went into a bit more detail than typical because this is member Kyle Scott's first meeting. Judy Schell made a motion to accept the financial reports as of May 31, 2023, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Alex Malinowski made a motion to review, approve and sign payroll, time sheets, accounts payables, and the June 20, 2023 Warrant, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

Old Business:

The discussion regarding the installation of air source heat pumps (ASHPs), also referred to as mini-splits, at HHA continued. The Director provided a bid tabulation of five (5) local HVAC businesses and their estimated cost for servicing the ASHPs. The estimated cost to service these units would be a financial burden to the housing authority, even more so as they age and need repairs/replacing. Christopher Smith suggested that the Director survey the tenants. She objected to this, citing the tenants do not bear any of the financial burden to install and maintain the ASHPs. Chair Wilkes asked the Director to post a notice to tenants to gather feedback. There was also a lengthy discussion on the size and quantity of the outdoor units. The Director will inquire about the possibility of having multiple apartments per outdoor unit to eliminate the need for forty-five (45) separate outdoor units. 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 Laundry Account Policy draft during May 2023's meeting. No further discussion. Judy Schell made a motion to approve the Hatfield Housing Authority's Laundry Account Policy, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Project 127036: Repaving of the Parking Lot – Construction is set to begin for the installation of the catch basin to alleviate the water pooling on the east side of the property where the sidewalks were replaced as part of the parking lot project. JL Construction Corp. is projecting this phase of construction to last from June 26th through June 30th.

Project 127040: Community Building Re-Siding – Mastic Home Exteriors found HHA's claim to be valid and will provide replacement siding for the south side of the community building as well as a stipend for the associated labor.

New Business:

Project #127056: Renovation at Unit Turnovers - The Director fought to keep the vacancy projects separate and under \$150K so that it would remain in RCAT hands. Unfortunately, it was deemed that that would have been bid splitting. Therefore, project #127056 encompasses three (3) vacancies with a proposed total cost of \$158,121.

PHN 2023-06: Mediation Services Provided by the Massachusetts Office of Public Collaboration (MOPC)

PHN 2023-07: Revised Income Limits for Admission & FMRs for Continued Occupancy

Reorganization of the Board/Officers was as follows:

Chairperson - Kyle Scott nominated John Wilkes, seconded by Judy Schell. Roll call vote: Judy Schell, aye. Christopher Smith, aye. Alex Malinowski, aye. Kyle Scott, aye. John Wilkes, aye. Vote passed 5-0.

Vice Chairperson – Judy Schell nominated Alex Malinowski, seconded by Kyle Scott. Roll call vote: Judy Schell, aye. Alex Malinowski, aye. Kyle Scott, aye. John Wilkes, aye. Vote passed 4-0 with Christopher Smith abstaining.

Treasurer – Christopher Smith nominated Kyle Scott, seconded by Judy Schell. Roll call vote: Judy Schell, aye. Christopher Smith, aye. Alex Malinowski, aye. Kyle Scott, aye. John Wilkes, aye. Vote passed 5-0.

Assistant Treasurer – Alex Malinowski nominated Judy Schell, seconded by John Wilkes. Roll call vote: Judy Schell, aye. Alex Malinowski, aye. Kyle Scott, aye. John Wilkes, aye. Vote passed 4-0 with Christopher Smith abstaining.

Report of the Executive Director:

Nothing at this time.

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

Because there were no public comments at the 2024 Annual Plan Hearing held June 20, 2023, at 5:30 P.M., the Director asked that the Board approve the 2024 Annual Plan draft. Judy Schell made a motion

to approve the 2024 Annual Plan, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

Chair Wilkes welcomed HHA's newest Board member, Kyle Scott. The Board looks forward to the addition of Kyle Scott's wealth of knowledge as well as his experience.

Motion to Adjourn

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

Respectfully Submitted,

Brenna Duquette, Secretary