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*REGULAR MEETING HELD TUESDAY, July 18, 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, Kyle Scott, and Brenna Duquette/Executive Director. Christopher Smith present after roll call. Tenants present were Nancy Broussard and Roland Laurin.

Citizens Speak:  
Nothing at this time.

Judy Schell made a motion to accept the minutes if the regular meeting held June 20, 2023, seconded by Alex Malinowski. All in favor; none opposed. Motion passed unanimously.

There was a brief discussion of the financial reports as of June 30, 2023. Chair Wilkes noted the current deficit in tenant shelter rent. Chair Wilkes also questioned the large cost of solar net metering credits. The Director will look into the increase and report back during August's meeting. Judy Schell questioned whether Tighe and Bond invoices each time they return to HHA's property to assess errors in JL Construction's work. They do not. Alex Malinowski made a motion to accept the financial reports as of June 30, 2023, - including the quarterly financial reports – seconded by Judy Schell. 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 July 18, 2023 Warrant, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

**Old Business:**

Project #127036: Repaving of Parking Lot – JL Construction Corp. was to install a catch basin and repair some sidewalk, Change Order #7, on July 5, 2023. Following "completion" the Director noticed several egregious errors had been made, including the installation of the catch basin in the wrong location. The Director informed EOHL and Tighe & Bond immediately. As such, JL Construction Corp. will be returning, yet again, to eliminate the issues they failed to correct while completing C.O. #7. This will be at no cost to HHA.

The Director asked that the Board table the air source heat pump discussion, citing that Steve McCarthy, engineer from New Ecology, is compiling a comprehensive report for the Board which will address every concern raised in the past several months of discussion of the air source heat pumps. Alex Malinowski made a motion to table the air source heat pumps, seconded by Judy Schell. All in favor; none opposed. Motion passed unanimously.

**New Business:**

PHN 2023-08: Centralizing Screening Determinations for Priority & Preference in AHVP Program – The Director briefly explained this PHN, which is regarding CHAMP (the on-line application system). EOHL has contracted a company to do the priority and preference screening of applicants which alleviates a large burden on housing authorities. The private company is beginning the screening of AHVP applicants before moving to the State-Aided Housing Program applicants. The Director is excited to eventually have the assistance in screening applicants who claim to be emergencies or veterans.

**Report of the Executive Director:**

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

The Board was presented with the quarterly vacancy report. Christopher Smith questioned why the report was reflecting three (3) separate vacancies for the same unit, #11B. The Director explained this was due to the application for multiple waivers, and the way EOHL requires requests to be submitted.

MassNAHRO 2023 Annual Conference is to be held at the Seacrest Hotel in September. There was a brief discussion of agenda items. No members were interested in attending.

Per EOHL's new regulation regarding AUPs, HHA must change CPA firms for the FYE23 AUP.

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

Project #127040: Re-siding of Community Building – The Director received notice the stipend for labor would be in the sum of \$1,100. She informed the Board this may not cover the work that is to be completed but did not feel comfortable hiring an unknown contractor based on price; the last thing anyone wants for the new siding to be installed incorrectly after being replaced under warranty. The Director also discussed purchasing special screens to attempt to eliminate the reflection of the windows behind the building, thus preventing further warping once the replacement siding is installed.

Due to the rainfall over the past weekend, a large cherry tree was uprooted onto an abutter's property on Sunday, July 16<sup>th</sup>. The Director reported that there was no damage to HHA's property (the maintenance shed is located next to the fallen tree).

Christopher Smith mentioned the flashing light on one of the School Street crosswalk signs is currently inoperable. These signs are the property of the Town of Hatfield. Christopher Smith also asked when the crosswalk would be repainted for those signs on School Street. This is also a matter to discuss with the Town, perhaps the Director of the Department of Public Works.

**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