REGULAR MEETING SEPTEMBER 17, 2019 HELD AT 2 SCHOOL STREET,
HATFIELD, MA 01038

Meeting was called to order at 6:30 p.m. with Chairman Michael McGrath presiding.

Roll Call: Michael McGrath, John Wilkes, Stanley Symanski, Brenna Duquette/Director.
Tenants present were David Lavigne, Janet Fitch, Jackie Courchesne, Roland Laurin, and
Richard Judd.

Citizen Speak
Tenant, Roland Laurin, thanked Stanley Symanski for the September 13, 2019 Meet and
Greet. Tenant, Richard Judd, raised a concern about the vent in his unit. The Director
scheduled a time with Richard to address his concern. Tenant, David Lavigne, discussed
the need for the Community Room’s carpet to be professionally cleaned. All who were
present agreed this was necessary. Stanley Symanski suggested the Director call A & J
Carpet as they are local and reasonable. Chair McGrath suggested using the remaining
balance of Contract Costs funds for this job. John Wilkes suggested using the Laundry
Funds. This decision will be made on a later date.

John Wilkes made a motion to accept the Minutes of the regular meeting held on
August 20, 2019 motion seconded by Stanley Symanski. All in favor; none opposed.
Motion passed unanimously.

John Wilkes made a motion to accept the financial report as of August 31, 2019,
seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

A motion to review, approve, and sign payroll checks, time sheets, and accounts payable
checks was made by John Wilkes, seconded by Stanley Symanski. All in favor; none
opposed. Motion passed unanimously.

Old Business:
It had been previously discussed that the power washing of all Capawonk buildings would be done before October 1, 2019. However, Jen Power Washing could not guarantee this but have ensured the work will be completed by the first week in October.

Advanced Restoration will begin repairing the roof damage from the August 8, 2019 microburst on Thursday, September 19, 2019. These repairs are estimated to take two days.

ASAP Painting evaluated the ceilings of units 3A and 7C on September 5, 2019. They found additional damage in the stairwell of Building #2, though this area had minimal damage in comparison. A second quote was sought from Eli Painting. This quote had the same scope of work at half the estimated cost. A motion to hire Eli Painting was made by John Wilkes and seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

New Business:

A meeting with Kim Gainsboro, Sr Government Banking Officer of People’s United Bank was held September 13, 2019 at 2 School Street. Ms. Gainsboro was accompanied by Ellen Zeman, VP of Treasury Management Sales Officer. John Wilkes, the Director, and fee accountant Gary DePace were present at this meeting. This meeting was scheduled as a result of fraudulent activity on the Housing Authority’s account in July 2019 which has caused other checks written in August and September to be stopped. Kim brought a copy of the fraudulent check to the meeting (which the Director had then passed out to the Board at HHA’s Board Meeting). Ultimately, the Housing Authority had to decide whether to close the account with the fraudulent activity and open a new account or institute a program called Positive Pay. It was decided the existing account would remain open and Positive Pay would be instituted. The Director and Gary DePace will be receiving further training to ensure this transition will be as fluid as possible. John Wilkes made a motion to accept Positive Pay, Stanley Symanski seconded. All in favor; none opposed. Motion passed unanimously.

The Director learned Hatfield Housing Authority is already a member of MassNAHRO and will contact them with regards to Michael Mendyk’s retirement and the hiring of a new director. John Wilkes also asked the Director to call MassNAHRO regarding CHAMP; would like to gain feedback from other LHAs on the new application process.

Report of the Executive Director:
Tenant Phyllis Marcinowski of #4C gave notice of intent to vacate October 1, 2019. This unit will have to be fully remodeled. This is HHA's second vacancy in the month of September and second vacancy all year.

Update on CHAMP – applicant vetted for unit #3C vacancy has declined the offer. Therefore, the list pulled for #4C vacancy had to be changed to #3C and a new list for #4C was pulled. This will delay the process of filling #4C by at least ten (10) business days. Unfortunately, this is normal as CHAMP makes it significantly more difficult to fill vacancies.

The Meet and Greet scheduled for Friday, September 13, 2019 in the Capawonk Community Room went very well. Several tenants as well as other members of the community – COA Director, Geralyn Rodgers, Chief Michael Dekoschak, Selectman Jaworski – to name a few, were in attendance. Thank you to Stanley Symanski and his wife, Jill, for putting this on and providing refreshments.

During the discussion about our Emergency On-Call procedures it was decided our contracted answering service will call the Director, who would call maintenance, Vincent Paniczko, if applicable. The intent being to eliminate Chair McGrath getting these Emergency calls. Chair McGrath raised the question of whether the Director should have a second phone, so she does not have to give out her personal number to anyone. The Director will research options and decide what is the best fit for herself and HHA. It was also asked that the Director contact the Fire Department to ensure the keys in their Knox Box were up-to-date and contained keys to all electrical rooms.

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

Discussion was held about snow plowing bids. The Director was asked to contact Pioneer Valley Landscaping, Spring Valley Landscaping, and Shae Landscaping for one (1) year bids. The Director will also look into the town helping us remove snow if need be.

Motion to accept and sign the September 17, 2019 Warrant

Motion to accept and sign the September 17, 2019 warrant was made by John Wilkes and seconded by Stanley Symanski. All in favor; none opposed. Motion passed unanimously.

Motion to Adjourn
Motion to adjourn made by Stanley Symanski and seconded by John Wilkes. All in favor; none opposed. Motion passed unanimously.

Respectfully submitted,

[Signature]

Brenna Duquette, Secretary