

Attleboro Housing Authority
Minutes
April 28, 2022

A regular meeting of the Attleboro Housing Authority was held on Thursday, April 28, 2022 virtually via Go To Meeting. Chairperson Kathy Davis called the meeting to order at 5:45 PM.

Present: Kathy Davis, Narvy Kes-DesLauriers, Kathleen Park, JoAnn Vaughn and Steven DuPlessie

Absent: None

I. Approval of Minutes March 24, 2022.

Commissioner DuPlessie made a motion to approve minutes of March 24, 2022 as presented. Commissioner Vaughn seconded the motion. Approved 5-0.

II. Approval of Warrant #358.

Commissioner Kes-DesLauriers made a motion to approve Warrant #358 as presented. Commissioner Park seconded the motion. Approved 5-0.

III. Executive Directors Report.

1. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Monthly and Quarterly Financial statements for the period ending March 31, 2022.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending March 31, 2022. The Executive Director stated that we have 19 vacancies with a 97% occupancy rate.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending in March 31, 2022.
4. *Family Self Sufficiency Report.* The Executive Director reviewed with the Board of Commissioner's the Family Self Sufficiency report for the period ending March 31, 2022.
5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioner's the Resident Services Coordinator report for the period ending March 31, 2022. The RSS is working with Stop & Shop to coordinate a second COVID booster clinic for all residents.

IV. *Emergency and Capital Improvement Projects*

- A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative. Included in the board packet was an updated master schedule and the two week look ahead. The new elevator is now operational and the tenant feedback is very positive.
- B. Fire Alarm Panel Replacement (667) #016163. The Executive Director stated an update from Laracy Electric was included in your board packet. Laracy Electric has requested a Change Order which has been approved by DHCD and consultant John Murphy Jr. Electrical Construction & Engineering. The Fire Department has

requested that smoke/heat combination detectors located outside of the bedrooms have sounder bases. They have also requested a second knock box be installed. And a 6th handicap space needs to be wired in by the contractor.

Commission DuPlessie made a motion to approve Change Order 1 for the Fire Alarm Project #016163 in the amount of \$63,180.79. Commission Kes-DesLauriers seconded the motion. Approved 5-0.

- C. Kitchen Upgrade (689 sites). The Executive Director stated there are no updates to report at this time.

Management – Other.

A. Public Housing Notices

The Executive Director reviewed with the Board of Commissioners the recent Public Housing Notices.

B. Annual Plan.

The 2023 Annual Plan approval was delayed from the March meeting due to a modification made to the Preventative Maintenance Plan. The change was made and communicated to the Board as well as the LTO President. Board Members emailed their approval of the 2023 Annual Plan.

Commissioner Kes-DesLauriers made a motion to affirm the email decision to approve the 2023 Annual Plan as presented. Commissioner Vaughn seconded the motion. Approved 5-0.

C. Smoke Free Community.

The Executive Director introduced Christopher Banthin, J.D. Director of Smoke Free Homes/Senior Staff Attorney at Public Health Advocacy Institute (PHAI) and Arielle Wilson Doddard a Policy Associate with Health Resources in Action. AHA is one of the 8% of Housing Authorities that has yet to adopt a smoke free policy. There was discussion on moving the process forward and what that entails. Educating and engaging the tenants in regards to the AHA going smoke free. Also supporting tenants with cessation and letting them know what resources are available to them. It was also suggested to implement an advisory committee at each site that may have a designated smoking building/area outside to be available for tenant concerns. The next step will be to send the tenants a survey which will introduce the idea of going smoke free and asking for their feedback and concerns.

D. Personnel.

- Kelly Coyne Wilson has resigned her position.
- A Maintenance staff member is injured and is out on Workmen's Compensation.

E. Staff Training.

- The Sensitivity/Customer Service training was held on Thursday, April 7th at the Town Tavern and Tap in North Attleboro, all staff members attended.
- Three Maintenance Staff members attended a training on April 20, 2022 pertaining to pest control issues.
- MASS NAHRO Spring Conference will be held on May 23 and 24, 2022.

F. Upcoming Board Meetings.

The next board meetings will be on Thursday, May 28, 2022 and Thursday, June 23, 2022.

V. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. No Report.

VI. Old Business.

None.

VII. New Business.


1. Chairperson Kathy Davis informed the Board of Commissioners that she will be resigning her Board position due to added personal responsibilities and that this is her last Board Meeting. Commissioner Park, as Vice Chair, will become Chairperson for the final two Board Meetings of the fiscal year.

VIII. Open Comments.

1. Tenants – None in attendance.
2. Public – None in attendance.
3. Press – None in attendance.
4. Motion to Adjourn

Commissioner Kes-DesLauriers made a motion to adjourn the meeting at 6:28 PM. Commissioner Park seconded the motion. Voted 5-0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director