

Attleboro Housing Authority
Minutes
May 25, 2023

A regular meeting of the Attleboro Housing Authority was held on Thursday, May 25, 2023 in the River Court Community room, 4 Hodges Street. Chair Kathleen Park called the meeting to order at 5:45 PM.

Present: Kathleen Park, Narvy Kes-DesLauriers, Jo-Ann Vaughn and Steven DuPlessie

Absent: None

I. Approval of Minutes April 27, 2023.

Commissioner Kes-DesLauriers made a motion to approve minutes of April 27, 2023 as presented. Commissioner Vaughn seconded the motion. Approved 4-0.

II. Approval of Warrant #371

Commissioner Kes-DesLauriers made a motion to approve Warrant #371 and the addendum as presented. Commissioner DuPlessie seconded the motion. Approved 4-0.

The Executive Director stated the Warrant was a higher amount than usual due to the Group Insurance Payment of \$51,000. He also reminded the Board that the retirement contribution of \$179,000 is due before July 1, 2023.

III. Executive Director Report.

1. *Financial Statement.* The Executive Director reviewed the Monthly Financial Statements for the period ending April 30, 2023. He noted to the Board the \$37,000 in Management Reserves. He explained that these funds can be utilized for any reason, including funding for the non-profit.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending April 30, 2023. He stated that we presently have 11 vacancies.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending April 30, 2023. The Executive Director reported that he will present write-offs to the Board at the June meeting.
4. *Family Self Sufficiency Report.* The Executive Director reviewed with the Board of Commissioner's the Family Self Sufficiency report for the period ending April 30, 2023.
5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioner's the Resident Services Coordinator report for the period ending April 30, 2023.

IV. Emergency and Capital Improvement Projects

- A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative.
The Executive Director provided an updated Master Schedule. The Executive Director stated that the thermostat installation is in progress.
- B. Kitchen Upgrade (689 sites).
The Executive Director stated that the kickoff meeting was held on May 12, 2023.
- C. Interior Painting (689 sites) #016170.
The Executive Director did not provide any updates.
- D. Retaining Wall Survey (200-Hillcrest Oaks Family) #016717.
The Executive Director did not provide any updates.
- E. Exterior Siding Phase 1 (667-Brookside) #016172.
The Executive Director stated he is awaiting EOHLC response (Executive Office of Housing and Livable Communities previously known as DHCD).

Management – Other.

- A. Public Housing Notice 2023-05.
The Executive Director reviewed PHN 2023-06 Mediation services for tenants. The Executive Director explained the mediation program and said it was a very positive initiative to de-escalate conflict.
- B. Staff Development.
 - Maintenance training on Disaster Restoration on May 25, 2023.
 - Christina Harnois and Daisy Dalomba attended the HUD training on HCV reporting.
- C. Management Agreements.
 - Commissioner DuPlessie made a motion to extend the Management Agreement with Seekonk Housing Authority for five (5) years. Commissioner Kes-DesLauriers seconded the motion. Approved 4-0.
 - Commissioner Kes-DesLauriers made a motion to extend the Management Agreement with Sharon Housing Authority for two (2) years. Commissioners Vaughn seconded the motion. Approved 4-0.
- D. Upcoming Board Meetings.
 - Next Board Meeting June 22, 2023.

III. Attleboro Housing Authority Tenants Association.

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

IV. Old Business.

Commissioner DuPlessie reviewed several questions that arose from his review of Public Housing Notice 2023-05.

- Cyber Security – What is AHA doing to minimize a security breach? The Executive Director responded that IT contractor Emory Chapman has security protocols in place to minimize the threat of system disruption. Additionally, Scott Landry performed an independent review of our IT security and found it satisfactory.
- Landscaping – Commissioner DuPlessie inquired as to how often the grass gets cut as he noticed it was long in some developments. The Executive Director said it gets done on average every 10-days depending on staffing.
- Credit Card Usage – The Executive Director explained that he, the Deputy Director and the Maintenance Director have credit cards and they are used sparingly. All statements are reviewed by the Finance Director on a monthly basis.
- Employee Separation – The Executive Director stated that depending on the nature of the separation, either the Executive Director or the Finance Director, in her capacity as Human Resources Coordinator will handle. There is a general checklist; however, the Executive Director will make certain that the list is memorialized for future use.
- Commissioner Kes-DesLauriers requested that items be placed in the Executive Director report and the Board packet in proper order so that it is easier to follow during the meeting.

V. New Business.

None.

VI. Open Comments.

1. Tenants –

- A River Court tenant pointed out that there are two (2) handicapped signs that are not posted. The Executive Director stated he is working on getting the signs re-ordered and posted.
- A River Court tenant requested that the entrance way to the building be power washed. The Executive Director stated that was on the list of items to be handled this Spring.
- A River Court tenant stated that the parking lot was “at capacity” and issues continue to occur with parking availability. The Executive Director stated that the Housing Manager will collaborate with the Parking Coordinator on possible solutions.
- A River Court tenant and a Maple Terrace tenant pointed out that the parking lot at both developments need to be re-done. The Executive Director said this is being done during the month of June.
- Commissioner Vaughn stated she was planning to reach out to the Norton Housing Authority Executive Director to see how they handle smoking violations.
- Several River Court tenants expressed concern about the on-going rodent issues in the building.

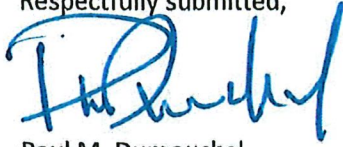
2. Public – None in attendance.

3. Press – None in attendance.

4. Motion to Adjourn

Commissioner KesDesLauriers made a motion to adjourn the meeting at 6:42 PM.
Commissioner Vaughn seconded the motion. Voted 4-0.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Paul M. Dumouchel", is written over the text "Respectfully submitted,".

Paul M. Dumouchel
Executive Director