

Attleboro Housing Authority
Minutes
October 27, 2022

A regular meeting of the Attleboro Housing Authority was held on Thursday, October 27, 2022 virtually via Go To Meeting. Chairperson Kathleen Park called the meeting to order at 5:45 PM.

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

Absent: Jo-Ann Vaughn

I. Approval of Minutes September 22, 2022.

Commissioner Kes-DesLauriers made a motion to approve minutes of September 22, 2022 as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

II. Approval of Warrant #364.

Commissioner DuPlessie made a motion to approve Warrant #364 and the addendum as presented. Commissioner Kes-DesLauriers seconded the motion. Approved 3-0.

1. *Fiscal Year Budget 2023.* Dan Robillard, Fee Accountant presented the budget for Fiscal Year 2023. Highlights included a 9% increase in the annual non-utility expense level (ANUEL), as well as an allowable increase of 5% in the Administration salaries. Maintenance labor updates have also been reflected. Materials, supplies and contract costs have also increased.

Commissioner Kes-DesLauriers made a motion to approve the proposed budget for State Aided Housing of the Attleboro Housing Authority Program #4001 for the Fiscal year ending June 30, 2023 showing total revenue of \$3,076,269, and total expenses of \$3,076,269 thereby requesting a subsidy of \$714,329, and that The Executive Director's total annual salary of \$131,419 be submitted to DHCD for review and approval. Commissioner DuPlussie seconded the motion. Voted 3-0.

Commissioner DuPlessie made a motion to approve the proposed budget for State Aided Housing of the Attleboro Housing Authority Program #689 for the Fiscal year ending June 30, 2023 showing total revenue of \$71,328 and total expenses of \$61,404 thereby requesting a subsidy of \$0. Commissioner Kes-DesLauriers seconded the motion. Voted 3-0.

Commissioner Kes-DesLauriers made a motion to approve the proposed budget for State Aided Housing of the Attleboro Housing Authority Program #MRVP for the Fiscal year ending June 30, 2023 showing total revenue of \$38,400 and total expenses of \$45,851 thereby requesting a subsidy of \$0. Commissioner DuPlessie seconded the motion. Voted 3-0.

2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending September 30, 2022.

3. *Tenant Accounts Receivable*. The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending in September 30, 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 September 30, 2022. The Executive Director stated that HUD has approved the modification to the Family Self Sufficiency Action Plan.
5. *Resident Services Coordinator Report*. The Executive Director reviewed with the Board of Commissioner's the Resident Services Coordinator report for the period ending September 30, 2022. Covid booster clinics have been scheduled at both AHA and SHA.

III. *Emergency and Capital Improvement Projects*

- A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative. The Executive Director stated that the construction is finished, however problems are still being reported with the elevators not being level. United Elevator is working on a solution. A meeting is scheduled tomorrow with the General Contractor, Management and United Elevator.
- B. Fire Alarm Panel Replacement (667) #016163. The Executive Director stated that Fire Alarm Panel Replacement project has been completed. A punch list was included in the board packet.

Commissioner DuPlessie made a motion to affirm the approval of Change Order #1 \$6357.32 Substantial Completion for Project #016163 Fire Alarm Panel Replacement. Commissioner Kes-DesLauriers seconded the motion. Approved 3-0.

The alarms have been reinstalled, tested and approved by the Fire Department.

Commissioner Kes-DesLauriers made a motion to approve the Certificate of Final Completion for Project #016163 Fire Alarm Panel Replacement. Commissioner DuPlessie seconded the motion. Approved 3-0.

- C. Kitchen Upgrade (689 sites). The Executive Director stated the construction documents are prepared and we are awaiting DHCD approval to begin the bidding process.
- D. Interior Painting (689 sites) #016170. The Executive Director stated that this project has been moved to Spring schedule to start the bidding process.
- E. Exterior Siding Phase 1 (667-Brookside) #016172. The Executive Director stated that work order recommendations have been submitted and we are awaiting a fee proposal. A detailed email was included in the board packet.

Management – Other.

A. Personnel.

- MeLinda Williams has joined AHA as the Public Housing Specialist (Manager).

B. HUD Payment Standards 2023.

HUD payment standards for 2023 beginning January 2023 at 110% of the small market fair market rents. It will help enable applicants to find a rental with more ease.

Commissioner Kes-DesLauriers made a motion to approve the HUD Payments Standards at 110% of small area fair market rent for 2023 and a continued opt in for small area FMRs for zip code 02703. Commissioner DuPlessie seconded. Approved 3-0.

C. Public Housing Notices.

The Executive Director stated that he included two public housing notices in your board packet.

D. PMR Account Receivable Review.

The Executive Director

E. Plainville Management Agent Opportunity.

Plainville Housing Authority is looking to hire a Management Agent. This would generate additional management fees to the AHA. The Executive Director stated the PHA has 40 elderly units and he feels this would be a seamless transition. The Executive Director will be speaking with the Plainville Board of Commissioners in the next couple of weeks and he will update you at the next board meeting.

F. Miscellaneous.

Full staff meeting held on October 3, 2022. All staff was recognized for outstanding work.

G. Upcoming Board Meetings.

- Thursday, December 1, 2022.

IV. Attleboro Housing Authority Tenants Association.

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

V. Old Business.

None.

VI. New Business.

None.

VII. 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 6:30 PM.
Commissioner DuPlessie seconded the motion. Voted 3-0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director