

Attleboro Housing Authority
Minutes
December 1, 2022

A regular meeting of the Attleboro Housing Authority was held on Thursday, December 1, 2022 virtually via Go To Meeting. Vice Chair Narvy Kes-DesLauriers called the meeting to order at 5:52 PM.

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

Absent: Kathleen Park

I. Approval of Minutes October 27, 2022.

Commissioner Vaughn made a motion to approve minutes of October 27, 2022 as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

II. Approval of Warrant #365.

Commissioner DuPlessie made a motion to approve Warrant #365 and the addendum as presented. Commissioner Vaughn seconded the motion. Approved 3-0.

III. Executive Director Report.

1. *Financial Statement.* The Executive Director reviewed the Financial Operating report for the period ending October 31, 2022.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending October 31, 2022.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending in October 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 October 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 October 31, 2022.

IV. Emergency and Capital Improvement Projects

- A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative. The Executive Director stated an updated master schedule was included in the Board packet. The issues with the non-adjacent elevator are on-going.
- B. Kitchen Upgrade (689 sites). The Executive Director stated the construction documents are prepared and we are awaiting DHCD approval to begin the bidding process.

- C. Interior Painting (689 sites) #016170. The Executive Director stated that this project has been moved to Spring schedule to start the bidding process.
- D. 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. Plainville Housing Authority Management Agreement.
The Executive Director updated the AHA Board on a potential additional Management opportunity with the Plainville Housing Authority. A meeting was held on November 29, 2022 where the Executive Director presented Attleboro's qualifications and answered questions. The Plainville Board will consider the information presented and will vote on entering into the agreement at the 12-15-2022 regular Board meeting.

Commissioner's Kes-DesLauriers and Vaughn expressed concern that the Attleboro staff would be spread too thin. Commissioner DuPlessie said that he trusts the Executive Directors judgment regarding what this will require from a staffing perspective and would support the agreements.

Commissioner's Kes-DesLauriers and Vaughn agreed.

- B. Sharon Housing Authority.
DHCD approached Attleboro Housing Authority about taking on a Management Services Agreement with the Sharon Housing Authority. The Executive Director met with the Sharon Housing Board on November 15, 2022 to present Attleboro's qualifications and to answer questions. The Sharon Housing Board approved entering into a Management Agreement with Attleboro.

Commissioner DuPlessie made a motion to authorize the Executive Director to enter into a Management Agreement with the Sharon Housing Authority for a period of 6 months. Commissioner Vaughn seconded the motion. Voted 3-0.

Further that the Management fee payable to the Attleboro Housing Authority would be \$80,094.00 annually, which equates to a \$6,674.50 monthly amount.

Further that the Executive Director salary adjustment per DHCD guidelines be 20% of the monthly fee for an annual amount of \$16,008.00 or \$1334.00 monthly.

- C. American Rescue Plan Act (ARPA) Funds
 1. Commissioner DuPlessie made a motion to approve 4001 ARPA Contracts for Financial Assistance in the amount of \$343,154.00. Commissioner Vaughn seconded the motion. Voted 3-0.
 2. Commissioner Vaughn made a motion to approve 4050 ARPA Contact for Financial Assistance in the amount of \$547,671.00. Commissioner DuPlessie seconded the motion. Voted 3-0.

D. Personnel.

- Melanie Soullier and Melinda Williams should be completing their MPHA certification in early 2023.
- Additional Maintenance trainings will be held in 2023.

E. Update of Board Position.

There continues to be no work from the State as to the status of the State appointed Board Member. The Executive Director reached out to Representative Jim Hawkins to see if he could reach out as well.

F. Public Housing Notices.

The Executive Director stated that he included the 2022-23 Insurance renewal for Boiler and Machinery items in your board packet.

G. Upcoming Board Meetings.

- Thursday, January 26, 2023.

III. Attleboro Housing Authority Tenants Association.

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

IV. Old Business.

None.

V. New Business.

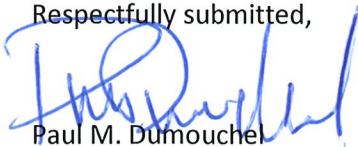
None.

VI. Open Comments.

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

Commissioner Vaughn made a motion to adjourn the meeting at 6:25 PM. Commissioner DuPlessie seconded the motion. Voted 3-0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director