

Attleboro Housing Authority

Minutes

February 27, 2020

A regular meeting of the Attleboro Housing Authority was held on Thursday, February 27, 2020 at the Hillcrest Oaks Community Room located at 37 Carlon Street, Attleboro, MA. Chairperson Narvy Kes-DesLauriers called the meeting to order at 5:45 p.m.

Present: Narvy Kes-DesLauriers, Kathleen Park, Kathy Davis, Jo-Ann Vaughn and Charles Caron

Absent: None

I. Approval of Minutes January 23, 2020.

Charles Caron made a motion to approve the minutes of January 23, 2020 as presented. Kathleen Park seconded the motion. Voted 5 – 0.

II. Approval of Warrant #332.

Charles Caron made a motion to approve Warrant #332 as presented. Kathleen Park seconded the motion. Voted 5 – 0.

III. Executive Director's Report.

1. *Tenant Accounts Receivable Report.* The Executive Director reviewed with the Board of Commissioners the Tenant Accounts Receivable reports for the period ending January 31, 2020.

2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the periods ending January 31, 2020.

3. *Work Order Report.* The Executive Director reviewed with the Board of Commissioners the Emergency and Non-Emergency Work Order report for the periods ending January 31, 2020.

4. *Family Self-Sufficiency Report.* The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report for the periods ending January 31, 2020.

5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending January 31, 2020.

6. *Emergency and Capital Improvement Projects.*

A. *River Court Apts. (667-5) FISH #016124 Geothermal/Elevator Project.* The Executive Director's report included an update from the Clerk, John Donato. The Executive Director also discussed several calls he received in regards to contractors use of the office space for The Council for Children. The Council for Children have an office space located in the Community Room at River Court. After hearing all of the

concerns the Executive Director relocated the contractors to a vacant unit on the 4th floor which will allow the contractor to use this unit as the testing unit as well when that time comes.

- B. Emergency Generator #016146. MacRitchie Engineering is waiting for the new generator to arrive; the expected delivery time frame is 13 weeks.
- C. GFI Installation in Bathrooms (667) #016151. Murphy Electric Company is putting a bid schedule together and the scope of work has been approved by DHCD.
- D. Maple Terrace Kitchen Modification (667) #016148. DHCD has granted permission to bid in March of 2020.
- E. Exterior Door Replacement (7085) #016149. The contractor walk through occurred on February 19, 2020.

Kathleen Park made a motion to authorize the Executive Director to enter into a contract with Red Oak Remodeling for the exterior door replacement at 17-25 Martin Street. Jo-Ann Vaughn seconded the motion. Voted 5 – 0.

- F. 17 Peck Street Exterior Painting and Trim Replacements (689) #016153. The lowest responsible bidder is Fox Painting Company, Arlington MA.

Kathleen Park made a motion to authorize the Executive Director to enter into a contract with Fox Painting Company for exterior paint and trim replacements at 17 Peck Street. Kathy Davis seconded the motion. Voted 5 – 0.

- G. Fire Alarm Panel Replacement (667) #016160. The contractor walk through occurred on February 19, 2020.
- H. Repave sidewalk sections on Snell and Thacher Streets (667) #016161. The engineering budget was adjusted higher due to a permit required by the Attleboro Conservation Commission.

Management – Other.

- A. Financial Statement

The Executive Director stated that the Fee Accountant, Dan Robillard found an allocation error in which \$23,000 was incorrectly applied to the Administrative expenses. This error will be corrected in the March Financials.

- D. Software Conversion

Attleboro Housing Authority will be converting from HAB software to PHAWEB on March 9, 2020. Jo-Ann Vaughn asked if this conversion will include being able to pay rent with auto pay. The Executive Director responded that PHAWEB allows us the ability to implement auto pay in the future.

E. Personnel

The Executive Director informed the board that the Public Housing Specialist and the Leased Housing Specialist have resigned. Both of the positions has been advertised in local publications. There are several interviews scheduled for the next two weeks.

Chairperson Narvy Kes-DesLauriers inquired who will be present while conducting interviews. The Executive Director stated that himself and the Deputy Director, Christina Harnois will conducting the interviews. President of the Hillcrest Oaks and 705 Family Sites Tenant Association, Portia Gray-Goffigan volunteered to sit in on the upcoming interviews. Chairperson agreed that was a good idea and thanked Portia for volunteering. It was also suggested that maybe exit interviews should be conducted when an employee gives their notice.

The maintenance position has been filled and the new employee brings extensive public works experience.

Interviews for the part time administrative assistant have concluded and offer has been made.

F. Formula Funding Award – Fiscal Year 2023

No updates to report.

*Chairperson Narvy Kes-DesLauriers left the meeting at 6:44 pm and Kathy Davis resumed as acting Chairperson for the rest of the meeting.

G. Amendment to the Contract for Financial Assistance
Health and Safety Award.

Kathy Davis made a motion to approve amendment #12 to the CFA Work plan 5001 in the amount of \$73,000. Kathleen Park seconded the motion. Voted 4 – 0.

H. EBI Consulting

A site visit was concluded and the data has been submitted to DHCD.

I. Miscellaneous

The Fair Housing Training facilitated by Kristina Koury and Attorney with Massachusetts Commission Against Discrimination. The staff retreat was held at Stoneforge Tavern was proved to be very interactive and informative.

Three members of the maintenance staff will be attending the MAHAMS seminar on new plumbing technologies and strategies to be held at Arlington Housing Authority in March.

IV. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. President Portia Gray-Goffigan was present at this meeting. Ms. Gray-Goffigan asked the Executive Director about the sidewalk repair on Hanish Street. The Executive Director responded that Hanish Street sidewalk repair cannot be included. DHCD has been asked for a modification to include this repair in the Capital plan. The repairs should be under \$10,000 so this job would not need the bonding and bidding process. Ms. Gray-Goffigan inquired about the name badges for the Maintenance Staff. The Executive Director responded that every Maintenance employee has been instructed to wear their badge and to be sure their picture is facing forward at all times. Ms. Gray-Goffigan inquired about the heating policy evening protocol when the heating issue is not corrected the same evening. The Executive Director stated that if there is an issue that cannot be corrected that evening, temporary radiators are put in the unit until the issue can be corrected.

V. Old Business.

1. Summary of Resident Board Meeting. President of the Tenant Association, Jo-Ann Vaughn attended this Board meeting and learned more about her roll. She received a training manual for Resident Board Members which is informative on board structure and how to handle conflicts. She cannot wait to attend again.

VI. New Business.

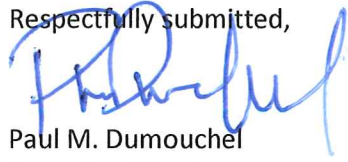
1. The Executive Director presented Charles Caron with a Glass Plaque recognizing and thanking him for his 20 years of service to the Attleboro Housing Authority Board. The Executive Director also introduced the newest Board Member Steven Duplessie to everyone in attendance.
2. The next regular scheduled meeting of the Board of Commissioners will be the held on March 26, 2020.

VII. Open Comments.

1. Tenants – A Maple Terrace tenant stated that the trash left out on the sidewalk for pick up is attracting coyotes. This tenant leaves for work at 4:30 am and saw the coyote by the trash. The Executive Director stated that we will research purchasing barrels to put the trash in instead of leaving the bags out on the sidewalks.
2. Public – No Comment.
3. Press – None in attendance.
3. Motion to Adjourn

Kathleen Park made a motion to adjourn the meeting at 7:05 p.m. Jo-Ann Vaughn seconded the motion. Voted 4 – 0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director