

Attleboro Housing Authority
Minutes
April 23, 2020

A regular meeting of the Attleboro Housing Authority was held on Thursday, April 23, 2020 via conference call. Chairperson Narvy Kes-DesLauriers called the meeting to order at 5:48 p.m.

Present: Narvy Kes-DesLauriers, Kathleen Park, Kathy Davis, and Steven Duplessie

Absent: Jo-Ann Vaughn

I. Approval of Minutes February 27, 2020.

Kathleen Park made a motion to approve the minutes of February 27, 2020 as presented. Kathy Davis seconded the motion. Voted 4 – 0.

II. Approval of Warrant #333 & #334.

Steven Duplessie made a motion to approve Warrant #333 & #334 as presented. Kathleen Park seconded the motion. Voted 4 – 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 periods ending February 29, 2020 and March 31, 2020.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the periods ending February 29, 2020 and March 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 February 29, 2020 and March 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 February 29, 2020 and March 31, 2020.
5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the periods ending February 29, 2020 and March 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. Due to the COVID 19 the project has shut down until the governor lifts the restrictions on work on this type of facility.

- B. Emergency Generator #016146. MacRitchie Engineering is waiting for the new generator to arrive.
- C. GFI Installation in Bathrooms (667) #016160. Murphy Electric Company the fee schedule has been approved and the bid schedule is being put together.
- D. Maple Terrace Kitchen Modification (667) #016148. Architect is dealing with a significant personal loss. The project is approaching the bid stage.
- E. Exterior Door Replacement (7085) #016149. The kickoff meeting was held on March 17, 2020. Now awaiting the scope of work to start.
- F. 17 Peck Street Exterior Painting and Trim Replacements (689) #016153. The kick off meeting was held on April 16, 2020. The materials have been ordered and will take 5 to 6 weeks to arrive. The hope is the COVID restrictions will be relaxed by then.
- G. Fire Alarm Panel Replacement (667) #016159. There were no bidders on this project.
- H. Repave sidewalk sections on Snell and Thacher Streets (667) #016160. The Executive Director communicated with engineer Katherine Andruchuck and the Conservation Commission is scheduled for training in the next couple of weeks. Until the training is completed we cannot present the project to the Conservation Commission Board.

Management – Other.

A. Financial Statement

The Executive Director included the financials for period ending March 31, 2020. The Executive Director stated that the operational receipts are running around 96 % which is a healthy percentage. Also, there may be an increase in utility cost from the cold weather months once all of the billing is inputted.

B. Public Housing Notices

The Executive Director included various reports addressing informational updates; Capital Project updates; and operational guidance during COVID 19. The office is closed to residents until the restrictions are lifted.

The Executive Director reported that 3 residents have confirmed testing positive for COVID 19, with one resident has passed away from the virus.

DHCD has suspended all annual inspections and rent re-certifications for the remainder of 2020. The exception to rent re-certifications is if a resident has lost their job or had reduced hours due to COVID 19; rent will be adjusted in these cases.

All evictions in Massachusetts have been stopped until 45 days after the state of emergency is lifted. The Finance Director has been diligent about setting up payment arrangements.

The Executive Director has been sending weekly memos to all tenants to keep them updated on COVID 19. The Board thanked the Executive Director for keeping them fully informed during COVID 19.

Due to COVID 19 DHCD has recommended that all board meeting continue remotely. DHCD will cover the cost of the Go To Meetings license until we can resume in person meetings.

C. Personnel

The Executive Director informed the Board members that employees including the Directors are working staggered schedules, and or working remotely from home. When in the office employees are staying 6 feet apart and wearing masks. Maintenance is focusing on emergency work orders at this time and all of the common areas and hallways are being disinfected on a regular basis along with the main office.

The Executive Director included that Daisy Luciano has joined us as the Housing Choice Voucher Specialist (HCV) has been attending online training courses and working limited hours in the office.

Kelly Bartorelli has joined us as the part time administrative assistant in our maintenance department.

Interviews are on hold for the Public Housing Specialist position until the office resumes a regular schedule.

D. Budget Revision. The state has paid out an insurance settlement of \$20,000. Line item 4190 was adjusted higher to account for the payment of the settlement.

Also, the maintenance mechanic was budgeted for a maintenance laborer, which is lower than the maintenance mechanic amount.

Steven Duplessie made a motion that the proposed operating budget for state and public housing of the Attleboro Housing Authority, Program #400-1 for fiscal year end 6-30-2020 showing a total revenue of \$3,105,671 and total expenses of \$2,947,071 thereby requesting a subsidy of \$956,931 and further that the Executive Director salary no exceed \$118,345 for fiscal year ending 6-30-2020 be submitted to the Department of Housing and Community Development for review and approval. Kathleen Park seconded the motion. Voted 4 – 0.

E. Miscellaneous

All in person industry conferences have been postponed due to COVID 19.

IV. Attleboro Housing Authority Tenants Association.

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

V. Old Business.

1. Maple Terrace Trash Barrels. Trash barrels have been provided to Maple Terrace residents to place trash in and this is collected once a week by our maintenance department.

VI. New Business.

1. Executive Session. The Executive Director informed the board that executive sessions cannot be completed via conference call and will be postponed until we can meet in person.
2. The next regular scheduled meeting of the Board of Commissioners will be the held on May 28, 2020.

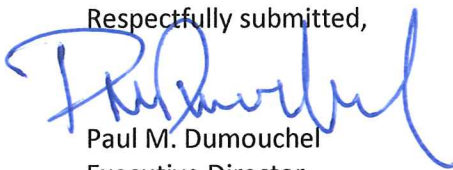
VII. Open Comments.

1. Tenants – None in attendance.
2. Public – No Comment.
3. Press – None in attendance.

3. Motion to Adjourn

Kathy Davis made a motion to adjourn the meeting at 5:45 p.m. Kathleen Park seconded the motion. Voted 4 – 0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director