

Attleboro Housing Authority
Minutes
May 28, 2020

A regular meeting of the Attleboro Housing Authority was held on Thursday, May 28, 2020 via conference call. Chairperson Narvy Kes-DesLauriers called the meeting to order at 5:47 p.m.

Present: Narvy Kes-DesLauriers, Kathy Davis, JoAnn Vaughn and Steven Duplessie

Absent: Kathleen Park

I. Approval of Minutes 2020.

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

JoAnn Vaughn made a motion to amend the meeting minutes from February 27, 2020, to reflect under the 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 walkway on Hanisch Road. The Executive Director responded that the Hanisch Road walkway construction was not included. DHCD has been asked for a modification in the Capital Plan. These repairs should be under \$10,000 so sound business practices should be the procurement level. Kathy Davis seconded the motion. Voted 4 – 0.

II. Approval of Warrant #335.

Kathy Davis made a motion to approve Warrant #335 as presented. Steve Duplessie 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 report for the period ending April 30, 2020 .
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending April 30, 2020.
3. *Work Order Report.* The Executive Director reviewed with the Board of Commissioners the Emergency and Non-Emergency Work Order report for the period ending April 30, 2020.
4. *Family Self-Sufficiency Report.* The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report for the period ending April 30, 2020.
5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending April 30, 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 Geothermal work continues on line 5 which has been installed and successfully tested. This line has now been back filled. Line 2 is being tested, if the flow and pressure hold test passes this line will be back filled as well. Work on line 1 will then ensue. All other work is on hold at this time until the stay order have been lifted.
- B. Emergency Generator #016146. The generator has been installed and is being tested this week.
- C. GFI Installation in Bathrooms (667) #016160. The deadline on H&S projects was extended until September 30, 2020. Industrial hygienist is providing input to the engineer. The project should be ready to bid sometime in June.
- 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 doors are being fabricated and should be ready for installation next week.
- 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. Transitioning to a full system upgrade. The project will not get off the ground until the Fall as it is earmarked as an FY21 project.
- H. Repave sidewalk sections on Snell and Thacher Streets (667) #016160. DHCD extended the deadlines for these Health and Safety jobs from June 30, 2020 to September 30, 2020. We are confirmed on the agenda for the Attleboro Conservation Commission and then we can proceed to bidding.

Management – Other.

- A. Financial Statement
The Executive Director included the financials for period ending April 30, 2020.
- 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 to date 9 residents have confirmed testing positive for COVID 19, with two residents that have passed away from the virus.

The Executive Director has been making weekly Robocalls to all residents, which has been an effective way to stay in touch. The Board thanked the Executive Director for diligently keeping them fully informed during COVID 19.

C. Personnel

Nothing to report.

- D. Extension on personal days. Due to the COVID 19 restrictions there are employees that have not used up the allotment of personal days. The regular deadline to use their personal days is June 30, 2020. The Executive Director stated that he will extend that expiration date to December 31, 2020.

- E. Miscellaneous. Chairperson Narvy Kes-DesLauriers asked the Executive Director for an update on Hanisch Road walkway. The Executive Director stated that there are three contractors providing quotes on the scope of work. The goal is to have the work completed by the end of July.

IV. Attleboro Housing Authority Tenants Association.

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

V. Old Business.

1. None.

VI. New Business.

1. YMCA Gift Cards. The Attleboro YMCA contacted the Executive Director and stated they have gift cards available for CVS, Walmart and Etc. for residents who may be in need. The Executive Director Robocalled all residents informing them of that the YMCA was offering gift cards and who to contact if they were in need.
2. The next regular scheduled meeting of the Board of Commissioners will be the held on June 25, 2020.

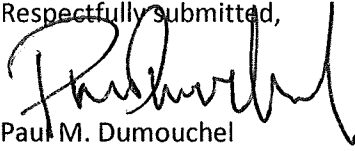
VII. Open Comments.

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

3. Motion to Adjourn

JoAnn Vaughn made a motion to adjourn the meeting at 6:17 p.m. Steven Duplessie seconded the motion. Voted 4 – 0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul M. Dumouchel". The signature is written in a cursive style with a large initial "P".

Paul M. Dumouchel
Executive Director