

Attleboro Housing Authority
Minutes
June 25, 2020

A regular meeting of the Attleboro Housing Authority was held on Thursday, June 25, 2020 at the Main Administrative Office Conference Room located at 80 South Avenue, Attleboro, MA. Chairperson Narvy Kes-DesLauriers called the meeting to order at 5:52 p.m.

Present: Narvy Kes-DesLauriers, Kathy Davis, JoAnn Vaughn, Kathleen Park, and Steven Duplessie (arrived at 5:55 p.m.)

Absent: None

I. Approval of Minutes May 28, 2020.

Commissioner Park made a motion to approve the minutes of May 28, 2020 as presented. Commissioner Vaughn seconded the motion. Voted 5 – 0.

II. Approval of Warrant #336.

Commissioner Davis made a motion to approve Warrant #336 as presented. Commissioner 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 Report for the period ending May 31, 2020.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending May 31, 2020. Commissioner Davis indicated she liked seeing the total units and the number of units of each program that are occupied. This will be updated in meetings going forward.
3. *Monthly Financial Statements.* The Executive Director reviewed with the Board of Commissioners the financial reports for period ending May 31, 2020. He pointed out that energy efficiency initiatives completed during the year have reduced our utility expenses. across the board, he also pointed out that COVID related expenses were beginning to show up and they had to be classified for now as non-routine in nature.
4. *Work Order Report.* The Executive Director reviewed with the Board of Commissioners the Emergency and Non-Emergency Work Order report for the period ending May 31, 2020. Commissioner Davis noted the different look of the report this month. The Executive Director commented that we had transitioned from our previous software system HAB/MRI to PHA-web. Both Commissioner Davis and Commissioner Kes Deslauriers felt that for privacy reasons the names of residents calling in work orders should be taken off. Commissioner Kes Deslauriers suggested she would be fine with initials of residents on the report. The Executive Director stated that he was confident that a report could be generated without the names and that he would check with our

PHA-web representative. Additionally, Commissioner Davis said she found having the number of days it takes to complete each work order helpful as well. The Executive Director stated he would bring this topic up with PHA-web as well.

5. *Family Self-Sufficiency Report.* The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report for the period ending May 31, 2020. He read a paragraph that Tammy Saad had written regarding the resource she has been to residents and program participants navigating the COVID pandemic.
6. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending May 31, 2020.
7. *COVID Update.* The office is closed to residents until the restrictions for COVID are lifted. The staff will be returning to regular schedules on July 6, 2020. The Executive Director commented that the staff is looking forward to returning! The Executive Director shared the zero tolerance policy for any sick personnel. The Executive Director has applied for FEMA to recoup COVID related expenses. We received \$7,500 from the Stronger Together Attleboro Fund to assist residents and Section 8 participants. The Executive Director shared that River Court has had no cases of COVID-19. Commissioner Kes Deslauriers asked if we are requiring temperature checks. The Executive Director responded that we were not. He believed that enough mitigation supplies (hand sanitizers, hand sanitizer stations, wipes etc.) were on hand.
8. *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 on the exterior work. Geothermal lines 1-5 have been installed, tested and backfilled. The 6" line trench has been dug and bedding sand is installed. JJC has prepped for the small patios with a rough grade. Interior work has been put on hold indefinitely. Commissioner Davis asked if the non-profit organization utilizing the first floor office space has been able to access the building and use the office. The Executive Director responded that he was not sure; but the location of the office would not cause any staff member or volunteer of the non-profit to have any contact with the residents.
 - B. Emergency Generator #016146. Motion to Approve substantial completion. Commissioner Davis made a motion to approve substantial completion of the Emergency Generator Project #016146. Commissioner Park seconded the motion. Voted 5-0.
 - C. GFI Installation in Bathrooms (667) #016160. The cost estimate has been completed and bidding will commence shortly.
 - D. Maple Terrace Kitchen Modification (667) #016148. The interior work has been put on hold indefinitely.

- E. Exterior Door Replacement (7085) #016149. Motion to Approve substantial completion. Commissioner Park made a motion to approve substantial completion on the exterior door project at 17-25 Martin Street #016149. Commissioner Vaughn seconded the motion. Voted 5-0.
- F. 17 Peck Street Exterior Painting and Trim Replacements (689) #016153. Project is underway and is scheduled to be completed by the July meeting.
- G. Fire Alarm Panel Replacement (667) #016159. The Executive Director has requested permission to accelerate the timeline of this project.
- H. Repave sidewalk sections on Snell and Thatcher Streets (667) #016160. The Conservation Commission has postponed this previously scheduled agenda item. The project engineer is preparing the project to go out to bid.

Management – Other.

- A. Public Housing Notices
The Executive Director included various reports addressing informational updates and Capital Project updates.
- B. Personnel
Nothing to report.
- C. Miscellaneous. Commissioner Davis inquired about activities being organized so residents can get outside to avoid being isolated all summer. Eliana is working on a plan and also looking into doing a quarterly newsletter. She also inquired about transportation for residents to attend the board meeting. The Executive Director recommended rotating the meeting to the community rooms of the various sites once the COVID restrictions are lifted.
- E. Language Access Plan. The Executive Director explained the requirement to have a Language Access Plan available for anyone that would need help with translation. Driscoll & Driscoll Law Firm is involved with writing. The Executive Director requested approval be postponed until next month so the tenant association can review.
- F. Write Offs. This being the end of the fiscal year, The Executive Director requested that the Board approve write offs of uncollectable rental balances.

Commissioner Davis made a motion to approve write offs for the amount of \$62,382.65. Commissioner Park seconded the motion. Voted 5-0.

IV. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. President Portia Gray Goffigan concurred with earlier comments by the board that resident names should be removed from the work order report due to privacy reasons. Additionally, she found it helpful to see comments included on the work order to indicate its status. It's also helpful to see if work has been completed on an assignment or if it is still pending. The Executive Director reiterated that he will look into the way the reports are run in the new PHA-Web system and request modifications.

V. Old Business.

1. None.

VI. New Business.

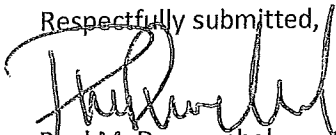
1. The election of officers was held. The positions are as follows:
 - Narvy Kes-Des Lauriers – Chair
 - Kathy Davis – Vice Chair
 - Kathleen Park – Treasurer
 - Jo Ann Vaughn – Assistant Treasurer
2. The next regular scheduled meeting of the Board of Commissioners will be held on July 23, 2020.

VII. Open Comments.

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

Commissioner Park made a motion to adjourn the meeting at 6:53 p.m. Commissioner Davis seconded the motion. Voted 5 – 0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director