

Attleboro Housing Authority
Minutes
July 23, 2020

A regular meeting of the Attleboro Housing Authority was held on Thursday, July 23, 2020 at the Main Administrative Office - 80 South Avenue, Attleboro, MA. Chairperson Narvy Kes-DesLauriers called the meeting to order at 5:47 p.m.

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

Absent: None

I. Approval of the June 25, 2020 minutes were deferred to the August meeting at the request of the Board. The Executive Director was asked to review the minutes for detail and accuracy, particularly regarding the comments on work orders. The Executive Director indicated he would provide updated minutes for Board members to approve at the August meeting.

II. Approval of Warrant #337.

Commissioner Park made a motion to approve Warrant #337 as presented. Commissioner Davis seconded the motion. Approved 5-0.

III. Executive Director's Report.

1. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending June 30, 2020.

2. *Work Order Report.* The Executive Director reviewed with the Board the emergency and non-emergency work order report for the period ending June 30, 2020. He noted that per the Board's request, the names of residents requesting work orders have been removed from the report. He also reported that further updates are being made to the report to include timelines and work performed. These updates should be reflected on the next report. Discussion took place on the following topics:

- The amount of time to complete a work order- The Executive Director commented that staff is given leeway due to COVID-19 as well as the availability of some residents who wish to be home when maintenance enters. The AHA Administrative staff always asks for permission to enter. There may also be a delay in the time a work order is completed and the time it is closed out.
- Treating all Residents fairly- The Executive Director stated that the Maintenance Director assigns all work orders to the team with the expectation that they be completed correctly and efficiently; and that no bias toward one resident over another is ever involved.
- The Role of the Housing Authority Board- The Executive Director indicated that residents do not have an issue regarding work order completion and that the

Housing Authority Board is a policy making board. The Executive Director endeavors to respond to all Board questions.

3. *Financial Statement.* The Executive Director informed the Board Members that Fee Accountant, Dan Robillard, is currently working on the fiscal year ending June 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 June 30, 2020.

Motion to allow FSS participants two (2) additional years to complete program requirements. Commissioner Davis made a motion to allow FSS participants up to two (2) additional years to complete program requirements. Commissioner DuPlessie seconded the motion. Approved 5-0.

5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending June 30, 2020.
6. *COVID Update.* Administrative Office Staff returned fulltime starting July 6, 2020. Everyone is following the guidelines established by CDC. Hand sanitizing stations have been installed at all developments. Mask distribution is occurring on an ongoing basis. We are evaluating our PPE inventory and preparing to act accordingly to secure additional PPE in anticipation of schools reopening. The Executive Director is preparing an outside resident meeting at Brookside Apartments for August.

IV. Emergency and Capital Improvement Projects

- A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative (+016125 Electric Upgrade) (#016145 Removal of underground tank and generator). Clerk John Donato updated the Executive Director that there is still no inside work except in the new pump room. The pump is installed but not fully hooked up. The geothermal piping system and electric to the vault have been installed. Testing of the geothermal lines is ongoing but not yet complete. The plan is to loam and seed the site in September.

Commissioner DuPlessie made a motion to approve change order #1 for the second elevator initiative #016124. Commissioner Park seconded the motion. Voted 5-0.

- B. Emergency Generator #016146. Commissioner Park made a Motion to Approve Substantial Completion of Emergency Generator Project #016146. Commissioner Davis 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 Interior work has been put on hold indefinitely.

E. Exterior Door Replacement (7085) #016149.

Commissioner Park made a motion to approve substantial completion of the Exterior Door Replacement project #016149. Commissioner Davis seconded the motion. Voted 5-0.

F. 17 Peck Street Exterior Painting and Trim Replacements (689) #016153.

Commissioner Park made a motion to approve substantial completion of the Exterior Painting and Trim Replacements #016153. Commissioner Davis seconded the motion. Voted 5-0.

G. Fire Alarm Panel Replacement (667) #016159. Due to ongoing problems with the alarm panels, the Executive Director has authorized a revision of The Capital Plan to incorporate a panel replacement for BOTH Brookside apartments and the Main Office, which incorporates The Hillcrest Oaks alarms.

H. Repave sidewalk sections on Snell and Thatcher Streets (667) #016160. Project has gone out to bid and bids are due on Thursday, July 30, 2020.

Management – Other.

A. Public Housing Notices

The Executive Director reviewed the Public Housing Notices explaining Modifications that DHCD is making to the Performance Management Review (PMR) and the Agreed Upon Procedures audit (AUP).

B. Personnel

Nothing to report.

C. Miscellaneous. A suggestion was made to perhaps conduct the August Board meeting outside The Executive Director brought up the possibility of weather difficulties in doing so; but will notify the Board whether this would be feasible or not well in advance of the next meeting.

D. Language Access Plan - Due to continued conversations with the Local Tenant Organization, the Executive Director recommended that approval be postponed until the August meeting. The Board agreed to the postponement.

V. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. President Portia Gray-Goffigan was present at the meeting. Ms. Gray-Goffigan discussed that she has been working with the Executive Director in regarding the Language Access Plan and is pleased with the progress. Ms. Gray-Goffigan also commented that she has been working with the Executive Director on resident concerns and she thanked him for addressing those concerns.

VI. Old Business.

1. A retreat for Board members was once again raised. The Executive Director commented that due to COVID-19 restrictions, it was doubtful that one could be held in 2020. The Board agreed to wait until many of the COVID restrictions are lifted. In the meantime, the Executive Director encouraged Board members to discuss among themselves any topics they want covered.

VII. New Business.

1. The next regular scheduled meeting of the Board of Commissioners will be the held on August 27, 2020.

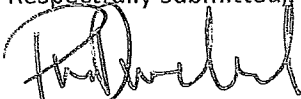
VIII. Open Comments.

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

2. Motion to Adjourn

Commissioner Park made a motion to adjourn the meeting at 6:51 p.m. Commissioner Davis seconded the motion. Voted 5 – 0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director