

Attleboro Housing Authority
Minutes
August 27, 2020

A regular meeting of the Attleboro Housing Authority was held on Thursday, August 27, 2020 at the Main Administrative Office - 80 South Avenue, Attleboro, MA. Chairperson Narvy Kes-DesLauriers called the meeting to order at 5:17 PM.

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

Absent: None

I. Approval of Minutes June 25, 2020.

Commissioner Park made a motion to approve minutes of June 25, 2020 as presented. Commissioner Vaughn seconded the motion. Approved 5-0.

Approval of Minutes July 23, 2020.

Commissioner DuPlessie made a motion to approve minutes of July 23, 2020 as presented. Commissioner Davis seconded the motion. Approved 5-0.

II. Approval of Warrant #338.

Commissioner Park made a motion to approve Warrant #338 as presented. Commissioner Vaughn 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 July 31, 2020.
2. *Work Order Report.* The Executive Director reviewed with the Board the emergency and non-emergency work order report for the period ending July 31, 2020.
3. *Family Self-Sufficiency Report.* The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report for the period ending July 31, 2020.
4. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending July 31, 2020.
5. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Year End Financial Statements and Certifications for the period ending June 30, 2020.
6. *COVID Update.* Per the guidelines recently released for Phase 3, residents can call and make an appointment with the office staff. All COVID related protocols are being followed. Resident actives have resumed with limited participation to enforce social distancing. The AHA and SHA have contracted with Infection Prevention Services Inc. for an anti-microbial coated treatment, a 4 times per year surface treatment followed by disinfectant application once per month. Masks are readily available at no cost to any resident who needs one.

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). Construction change directive #1. Due to COVID AHA may elect to suspend work in the tenant units. During the suspension period JCC may work on exterior, common areas and elevators. JCC agrees that the amount of \$100,542.38 will cover all expenses associated with the demobilization, remobilization, general conditions, COVID-19 delays/impacts, material storage, scheduling, wages and material/labor cost increases over the next 24 months.

Commissioner Kes-DesLauriers suggested the housing authority let residents know well ahead of time before construction inside tenant units commences. The Executive Director explained that residents will be made aware well in advance. The residents will temporarily relocate to a vacant unit within River Court. The Executive Director discussed that DHCD has a company that will pack the tenant up and move them to the vacant unit while construction is taking place inside the unit. Commissioner Park inquired about moving the residents temporarily to a location such as the Mansfield Holiday Inn. The Executive Director informed the Board that he explored this option and it was not economical. The Executive Director informed residents at River Court they could explore the option of transferring to another AHA property.

Commissioner Park made a motion to approve construction change directive #1. Commissioner Park seconded the motion. Approved 5-0.

- B. GFI Installation in Bathrooms (667) #016160. Plans are being made now to go out to bid.
- C. Maple Terrace Kitchen Modification (667) #016148. Awaiting DHCD approval to go out to bid.
- D. 17 Peck Street Exterior Painting and Trim Replacements (689) #016153. The Executive Director asked the Board for a motion on final completion of this project.

Commissioner DuPlessie made a motion to approve final completion of exterior painting and trim replacements. Commissioner Davis seconded the motion. Approved 5-0.

- E. Fire Alarm Panel Replacement (667) #016159. The Executive Director asked for a motion to authorize entering into a contract with the lowest bidder.

Commissioner Davis made a Motion to Authorize the Executive Director to enter into a contract with the lowest bidder for the fire alarm panel replacement. Commissioner Vaughn seconded the motion. Approved 5-0.

- F. Window Replacement (705) #016156. A fee proposal has been submitted to Starck Architects.

- G. Repave sidewalk sections on Snell and Thatcher Streets (667) #016160. The Executive Director asked for a motion to sign a contract with A. Vozzella & Sons.

Commissioner Davis made a motion to authorize the Executive Director to sign a contract with A. Vozzella & Sons in the amount of \$26,204.00. Commissioner Park seconded the motion. Approved 5-0.

Management – Other.

- A. Public Housing Notices
Reopening guidelines. Residents can make an appointment if they would like to meet with office staff. The Executive Director has applied for a grant from FEMA. The Executive Director informed the Board of Directors that DHCD will be awarding the authority \$324 per unit for COVID-19 related costs.

- B. Language Access Plan. The Local Tenant Organization and the Executive Director presented the Language Access Plan to the Board of Directors.

Commissioner DuPlessie made a motion to approve the Language Access Plan as presented. Commissioner Davis seconded the motion. Approved 5-0.

- C. Seekonk Housing Authority Update. The Seekonk Board is very appreciative of all the efforts and support of the Attleboro Staff. The Executive Director discussed that staff from Attleboro rotate on Monday's to cover the Seekonk office hours. The Year End numbers are very positive.

- D. Policy Review Proposal. The Executive Director mentioned the possibility of a subcommittee for the purpose of reviewing policies. Commissioner DuPlessie inquired as to how the Board can obtain a copy of the policies. The Executive Director will provide the Board and President of the Tenant's Association with a copy of the policies. Commissioner DuPlessie asked for a copy of the bylaws. The Executive Director stated he will provide the Board with a copy of the bylaws as well.

- E. MassNAHRO Virtual Conference Agenda. The Executive Director invited the Board to review the agenda and inform him if they would like to be registered.

- F. Personnel
Daisy Luciano, Leased Housing Specialist and Christina Harnois, Deputy Director participated in a recent HUD training on Enterprise Income Verification (EIV). The Executive Director will attend the virtual MassNAHRO conference next month. In person trainings/seminars are still on hold due to COVID.

V. Attleboro Housing Tenants Association.

1. **Hillcrest Oaks and 705 Family Sites Tenant Association.** President Portia Gray-Goffigan was present at the meeting and thanked the Executive Director for putting the Language Access Plan together. Ms. Gray-Goffigan expressed concerns regarding the Policy Review subcommittee; saying she is not aware of any housing authority that currently uses this subcommittee arrangement. She indicated she would reach out to the Mass Union of Public Housing Tenants and inquire if they could comment on how this idea is working out elsewhere. Ms. Gray-Goffigan feels it would be disempowering to the Local Tenant Organization if tenants perceived that Ms. Gray-Goffigan was working directly with a member of the Board of Commissioners and the Executive Director to revise policies. Ms. Gray-Goffigan expressed that she would like to keep the trust of the tenants and is worried that the establishment of a Policy Review subcommittee might make the Local Tenants Organization appear to be simply another arm of the AHA Administration rather than an independent advocate for tenants. Ms. Gray-Goffigan explained that she feels that other housing authorities wish to disband Local Tenant Organizations and does not want to see that happen in Attleboro.

VI. Old Business.

None

VII. New Business.

1. The next regular scheduled meeting of the Board of Commissioners will be the held on September 24, 2020 at 5:45 PM.

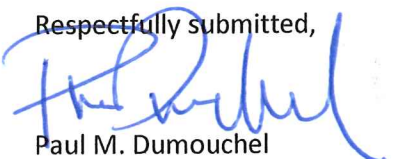
VIII. Open Comments.

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 6:41 P.M. Commissioner Davis seconded the motion. Voted 5 – 0.

Respectfully submitted,


Paul M. Dumouchel
Executive Director