

Attleboro Housing Authority
Minutes
September 24, 2020

A regular meeting of the Attleboro Housing Authority was held on Thursday, September 24, 2020 at the Main Administrative Office - 80 South Avenue, Attleboro, MA. Chairperson Narvy Kes-DesLauriers called the meeting to order at 5:48 PM.

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

Absent: None

I. Approval of Minutes August 27, 2020.

Commissioner Davis made a motion to approve minutes of August 27, 2020 as presented. Commissioner Vaughn seconded the motion. Approved 5-0.

II. Approval of Warrant #339.

Commissioner Park made a motion to approve Warrant #339 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 August 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 August 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 August 31, 2020. Eliana De La Zerda Resident Services Coordinator is slowly reintroducing programs to the elderly community. Eliana plans to work with the city nurse in order to hold flu clinics for elderly residents.
4. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending August 31, 2020.
5. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Financial Statements for the period ending July 31, 2020.
6. *COVID Update.* All staff continue to abide by safety guidelines from DHCD to limit transmission and spread of the virus. Daily check-ins with residents are done to help identify isolation related issues. Contractors are proceeding with interior work under strict sanitation conditions. DHCD leadership continues to hold conference calls to update

the Housing Authorities on anything COVID related. The frequency of these calls have been reduced to once per month.

The Executive Director informed the Board that AHA received \$143,000 from DHCD for reimbursement for COVID-19 expenses. The application to FEMA for \$107,000 was received by the government.

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). The Executive Director shared the recent report from Clerk Donato. An updated master schedule of events was included.
- B. GFI Installation in Bathrooms (667) #016160. There is no update as the engineer is facing a backlog of jobs due to COVID-19.
- C. Maple Terrace Kitchen Modification (667) #016148. Awaiting bid dates from the architect. Permission to bid was granted by DHCD.
- D. Window Replacement (705) #016156. A meeting at the Holman Street property took place on 9-22-20 with a representative of Starck Architects, Greg Caswell of the RCAT, Director of Maintenance and the Executive Director.
- E. Fire Alarm Panel Replacement (667) #016159. Siemens has assigned a project manager to the job. The AHA is awaiting the return of the insurance and bonding information and then a kickoff meeting will be scheduled.
- F. Repave sidewalk sections on Snell and Thatcher Streets (667) #016160. The AHA is awaiting the scheduling of the project kickoff meeting.

Management – Other.

- A. Public Housing Notices
The Executive Director reviewed the Public Housing notices 30 and 31. Notice 30 was the budget guidelines; the allowable non-utility expense level is being reduced by 4%. Notice 31 announced that as of September 17, 2020, once again unemployment is to be included as income for purposes of rent determination.
- B. Personnel
None
- C. Miscellaneous
Mary Curlew, Community Education and Training Specialist at Jewish Family and Children’s Service will conduct a seminar for AHA staff on Mental Illness amongst residents and different strategies to address the issues.

The Board of Commissioners and the President of the Local Tenants Association were each given a binder which holds all of the policies of the AHA. The Executive Director informed the Board that Attorney Janelle Austin, of KP Law, will be reviewing the current bylaws and will recommend updates.

Commissioner DuPlessie thanked the Executive Director for quickly providing the policy binders and was very pleased by how well put together they are. Commissioner DuPlessie feels the policy binders will be a big help down the road for all of the Commissioners. Commissioner DuPlessie expressed gratitude toward the Executive Director for reaching out to Attorney Janelle Austin to look over the bylaws.

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 informed the board of her discussion with Jim Feyler, Director of Maintenance, regarding the heating system. Ms. Gray-Goffigan expressed her gratitude towards Mr. Feyler in explaining the heating system so she can more easily assist residents that may have issues. Ms. Gray-Goffigan inquired about the grounds keeping as the maintenance department has taken over this duty instead of a landscaping company. Ms. Gray-Goffigan expressed that the maintenance department is small for the size of the AHA property as far as expectation of maintaining the needs of the grounds as well as maintaining of the units. And noticed they appeared to have trouble this summer keeping up with the grounds of the Hillcrest Oaks Development. She is wondering if they will have difficulty performing a complete fall clean up including parking lots and sidewalks, and feels this is a safety issue, as it was in the past. The Executive Director indicated that he would discuss the possibility of having a landscape company perform the fall clean up; however due to budget challenges would not be able to reintroduce a company for full landscaping services at this time. Ms. Gray-Goffigan discussed her concern about the leaves and branches around the property and is worried about safety. Ms. Gray-Goffigan did let the Director of Maintenance know her concerns. Ms. Gray-Goffigan is also concerned about the leaves covering the drains inside of the property and the possibility of the drains becoming clogged, which could cause ice in the parking lots.

VI. Old Business.

None

VII. New Business.

1. The next regular scheduled meeting of the Board of Commissioners will be the held on October 24, 2020.

VIII. Open Comments.

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

Commissioner Davis made a motion to adjourn the meeting at 6:24 P.M. Commissioner Vaughn seconded the motion. Voted 5 – 0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director