

Attleboro Housing Authority
Minutes
October 22, 2020

A regular meeting of the Attleboro Housing Authority was held on Thursday, October 22, 2020 at Hillcrest Oaks Community Room – 37 Carlon Street, Attleboro, MA. Chairperson Narvy Kes-DesLauriers called the meeting to order at 5:51 PM.

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 September 24, 2020.

Commissioner Davis made a motion to approve minutes of September 24, 2020 as presented. Commissioner Vaughn seconded the motion. Approved 4-0.

II. Approval of Warrant #340.

Commissioner Davis made a motion to approve Warrant #340 as presented. Commissioner Park seconded the motion. Approved 4-0.

III. Executive Director's Report.

1. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Financial Statements and Certifications for the period ending August 31, 2020. The Executive Director informed the Board of Commissioner's that HUD sent \$162,000 to lease up 15 additional vouchers.

Fee Accountant Dan Robillard attended the meeting telephonically to present the FY 2021 Budget.

Commissioner DuPlessie made a motion to approve the budget for AHA's 400 program for FY 2021. Commissioner Park seconded the motion. Approved 5-0.

Commissioner Park made a motion to approve the budget for AHA's 689 program for FY 2021. Commissioner Vaughn seconded the motion. Approved 5-0.

Commissioner Davis made a motion to approve the budget for AHA's MRVP program for FY 2021. Commissioner Park seconded the motion. Approved 5-0.

2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending September 30, 2020.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the tenants account receivable report for period ending September 30, 2020.
4. *Work Order Report.* The Executive Director reviewed with the Board the emergency and non-emergency work order report for the period ending September 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 September 30, 2020. Resident Services Coordinator, Eliana De La Zerda, has been slowly starting to put programs back in place and is proceeding with caution due to COVID-19.
6. *Family Self-Sufficiency Report.* The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report ending September 30, 2020.

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) There will be a kickoff meeting for tank/generator phase of the project on 10-21-2020. The Executive Director provided The Board of Commissioner's a two week look ahead schedule of the construction at River Court Apartments. The Executive Director provided the Board of Commissioner's with Clerk John Donato's on site report. The elevator machine room is the main work being completed at this time. The electrician is working on wiring a newly purchased generator. The HVAC company has removed an HVAC unit via crane. The fan units have also been removed. New fan shrouds will be installed. The Elevator is scheduled to be shut down from October 23, 2020 - October 26, 2020. The backyard was recently hydro-seeded.
- B. GFI Installation in Bathrooms (667) #016160. Awaiting the approval of the fee proposal from DHCD.
- C. Maple Terrace Kitchen Modification (667) #016148. The project has gone out to bid. The bid results are due 11-5-20.
- D. Window Replacement (705) #016156. After deliberations, a determination was made that the windows did not need to be replaced. The funds will be reallocated in the new Capital Plan for kitchen upgrades at Ellis, Garden and Holman streets.
- E. Fire Alarm Panel Replacement (667) #016159. The work is to commence on 10-21-2020.
- F. Repave sidewalk sections on Snell and Thatcher Streets (667) #016160. The project has been delayed until the spring due to the contractor having a backlog of jobs.

Management – Other.

- A. Public Housing Notices
The Executive Director reviewed notice # 32 and informed the Board of Directors the Eviction Moratorium has expired. DHCD has sent guidance to Housing Authorities on how to proceed with evictions. The Finance Director will attempt to work with residents to set up repayment agreements. The Executive Director stated that eviction is always a last resort.

The Executive Director reviewed notice #33, which discussed DHCD's updated COVID-19 guidelines.

- B. Modification of HCV Administrative Plan: Change name of Hearing Officer. Motion to change the name of the HCV Hearing Officer from Joanne Toomey to Paul Dumouchel. This motion has been deferred until the Board meeting on December 3, 2020. The Board requested the Executive Director locate a person not affiliated with the Attleboro Housing Authority to serve as Hearing Officer. This serves to avoid any conflict of interest.
- C. Anti-Fraternization Policy. Motion to approve an Anti-Fraternization Policy for Staff of the Attleboro Housing Authority. This motion has been deferred until the December 3, 2020 Board meeting. The Board of Commissioners made recommendations regarding additional language addressing Executive Director conduct and reporting protocols of such. The Executive Director indicated he would collaborate with Attorney James Pender to formulate appropriate language.
- D. Commissioner Park made a motion to approve 2021 Attleboro Payment Standards currently in effect for Attleboro for calendar year 2021. Commissioner Vaughn seconded the motion. Approved 5-0.

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 her concerns regarding AHA not presently having a RAD organization for the tenants who are part of the Federal Section 8 program. The Executive Director informed Ms. Gray-Goffigan that he has looked into a fall clean-up for the grounds of AHA, which was a concern she discussed at the September 24, 2020 board meeting. The Executive Director has obtained two quotes and is waiting for a third quote. MS. Gray-Goffigan thanked the Executive Director for his willingness to hire a landscaping company to provide a fall clean-up. Ms. Gray-Goffigan shared her concerns regarding the grounds keeping due to debris being left on the grounds of AHA. The Executive Director informed Ms. Gray-Goffigan that he would discuss the situation with the Director of Maintenance, but that he would see to it that the grounds pickup was performed. The Executive Director also suggested residents assist in picking up debris while walking on the grounds. Ms. Gray-Goffigan discussed tenants leaving trash bags on porches and asked if maintenance will remove the trash bags. Ms. Gray-Goffigan discussed the issue of tenants having their children bring out the trash. Ms. Gray-Goffigan inquired about Work Order number 1095, which reported children putting trash in the outside dryer vents of buildings at Hillcrest Oaks Apartments saying it was a safety issue.

VI. Old Business.

None

VII. New Business.

- 1. The next regular scheduled meeting of the Board of Commissioners will be the held on December 3, 2020.

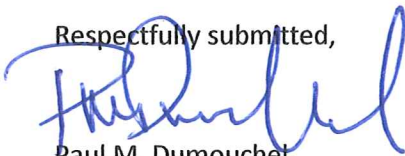
2. The Board of Commissioner's submitted a copy of the formal evaluation completed on the Executive Director. Chairperson Kes-DesLauriers informed the Executive Director that the Board of Commissioner's feels he did a very good job especially during the current pandemic.
3. The Board discussed how they would prefer to receive the monthly board meeting materials. It was decided that Chairperson Kes-DesLauriers, Commissioner Davis, Commissioner DuPlessie, and Commissioner Vaughn will receive hard copies of the meeting materials monthly. Commissioner Park will continue to use her AHA issued tablet.

VIII. Open Comments.

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

Commissioner Vaughn made a motion to adjourn the meeting at 7:12 PM. Commissioner Park seconded the motion. Voted 5 – 0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director