

Attleboro Housing Authority
Minutes
December 3, 2020

A regular meeting of the Attleboro Housing Authority was held on Thursday, December 3, 2020 virtually via Go To Meeting. Chairperson Member Kathleen Park called the meeting to order at 5:55 PM.

Present: Kathy Davis, Kathleen Park, and Steven DuPlessie

Absent: Narvy Kes-DesLauriers and JoAnn Vaughn

I. Approval of Minutes October 22, 2020.

Commissioner Park made a motion to approve minutes of October 22, 2020 as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

II. Approval of Warrant #341.

Commissioner Park made a motion to approve Warrant #341 as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

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 September 30, 2020.

The Executive Director reviewed with the Board of Commissioners the tenants whom have fallen behind in monthly rental payments. The Finance Director has reached out to these tenants and also they have received updated statements on a monthly basis. The moratorium was lifted on October 17, 2020. The Board of Commissioners explained to The Executive Director they want to ensure tenants are aware they will be responsible for paying back rent. The Executive Director confirmed that the tenants are well informed of past due balances and that they are responsible for past due rent amounts.

The Executive Director responded to a question about the structure of the Seekonk Housing Authority by stating that Seekonk has its own Board of Commissioners, 1 part-time administrative staff member and 1 full-time maintenance staff member.

2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending October 31, 2020.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the tenants account receivable report for period ending October 31, 2020.
4. *Work Order Report.* The Executive Director reviewed with the Board the emergency and non-emergency work order report for the period ending October 31, 2020. The Executive Director stated that due to COVID 19 restrictions we are deferring routine work orders and emergency work orders are being fulfilled at this time.

5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending October 31, 2020.
6. *Family Self-Sufficiency Report.* The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report ending October 31, 2020. We have had a number of Housing Choice Tenants graduate from the program. Tammy Sadd, the Family Self-Sufficiency Coordinator is reaching out in a mass mailing to our Housing Choice Tenants to invite them to join the program to ensure funding is maintained for the next fiscal year.

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 underground fuel tank removal has been postponed until after New Year's. The elevator will need to be shut down for three days so that the machine room can be relocated. All tenants have received notification regarding the elevator shut down. A buddy system has been implemented. Tenants who are able to will help those tenants whom are disabled and/or who need assistance with going up and down the stairs. Also for those with pets the buddy system will ensure those who cannot go up and down the stairs will have some assistance with taking their pets outside to go to the bathroom. The fire department and police department are aware that the elevator will be shut down for a three-day time period.

- B. GFI Installation in Bathrooms (667) #016160. Awaiting the approval of the fee proposal from DHCD. The Regional Capital Assistance Team will coordinate the GFI Installation going forward.

- C. Maple Terrace Kitchen Modification (667) #016148. The bid results from 11-5-20 are in and the lowest bidder is Vareika Construction Inc.

The Executive Director asked for a motion to authorize the signing of a contract with Vareika Construction Inc. in the amount of \$348,300.

Commissioner DuPlessie made a motion to authorize the Executive Director to sign a contract with Vareika Construction Inc. in the amount of \$348,300 as presented. Commissioner Park seconded the motion. Approved 3-0.

- D. Fire Alarm Panel Replacement (667) #016159. The work has been completed awaiting the Substantial Completion from the Contractor.

- E. 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 with the Board of Commissioners the Public Housing Notices.

The Executive Director updated the Board of Commissioners that the office has been working Monday/Wednesday and Tuesday/Thursday shifts. The Health Department has reported a very significant up-rise of cases in the City of Attleboro. The Executive Director informed the Board of Commissioners that we will need to decrease the amount of staff members in the office at one time. The schedule will be as follows: one staff member Monday through Thursday with one Director in the office each day. The staff member will answer the messages and check the mail to ensure office operations continue as usual. The answering service will remain on during normal business hours temporarily. This schedule will be in place until January 4, 2021, unless there is still an increase in which this may continue through the month of January. No AHA residents have been COVID positive at this time. We have had a few close calls with our Maintenance Staff whom have been in contact with others outside of work who have been exposed. We also have had one COVID positive office staff member to date.

B. Modification of HCV Administrative Plan: Change name of Hearing Officer. Motion to change the name of the HCV Hearing Officer from. The Executive Director was advised to designate someone who is not associated with Attleboro Housing Authority. The Executive Director has reached out to Carrie Moore, Executive Director of the Dedham Housing Authority and she has agreed to be the hearing office for Attleboro Housing Authority. The Executive Director asked for a motion to approve the hearing office change.

Commissioner Park made a motion to approve Carrie More, Executive Director of the Deadham Housing Authority as Hearing Officer for the Attleboro Housing Authority. Commissioner DuPlessie seconded the motion. Approved 3-0.

C. Anti-Fraternization Policy. DHCD has asked their legal counsel to review the Anti-Fraternization Policy. The Executive Director will send the Board of Commissioners the Policy once it is returned from DHCD for their review.

D. Personnel. Kelly Wilson has joined the AHA team as the Public Housing Specialist. Kelly come to AHA with extensive property management background mostly in the San Francisco area of California.

E. Five Year PHA Plan (Federal) 2020-2024. The Executive Director has included the time and draft plan for the PHA Plan through 2024 for your review. There are a few modifications focused around preferences. The December 28th special meeting is scheduled for you to approve the plan. Then the mayor will need to verify we are in compliance with the comprehensive plan then it will go to HUD for the final approval.

F. Formula Funding Award FY2024. The Executive Director stated that AHA has been awarded \$343,000 for fiscal year 2024 for projects during that fiscal year to maintain the assets.

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 the new staff member and stated she is very excited she has been brought on board. She is already handling the tenant situations and annual rent redeterminations. President Portia Gray-Goffigan discussed resident concerns with the annual rent redeterminations and the process that happens if the tenant questions the amount of rental calculations. The rental calculations are approved by Christina Harnois, Deputy Director prior to being sent out to the tenants. President Portia Gray-Goffigan expressed her thanks to the Executive Director for hiring Cryan Landscaping to clean up the grounds here at AHA.

VI. Old Business.

None.

VII. New Business.

1. The next regular scheduled meeting of the Board of Commissioners will be the held on December 28, 2021.

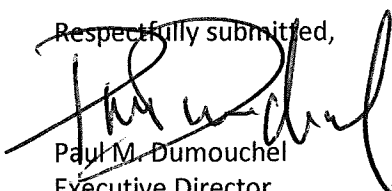
VIII. Open Comments.

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 6:41 PM. Commissioner DuPlessie seconded the motion. Voted 3-0.

Respectfully submitted,


Paul M. Dumouchel
Executive Director