

Attleboro Housing Authority
Minutes
February 25, 2021

A regular meeting of the Attleboro Housing Authority was held on Thursday, February 25, 2021 virtually via Go To Meeting. Chairperson Kathy Davis called the meeting to order at 5:47 PM.

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

Absent: None

I. Approval of Minutes January 28, 2021.

Commissioner Kes-DesLauriers made a motion to approve minutes of January 28, 2021 as presented. Commissioner Vaughn seconded the motion. Approved 5-0.

II. Approval of Warrant #344.

Commissioner Kes-DesLauriers made a motion to approve Warrant #344 as presented. Commissioner DuPlessie seconded the motion. Approved 5-0.

III. Executive Director's Report.

1. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Financial Statements for the period ending January 31, 2020.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending January 31, 2021.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the tenants account receivable report for period ending January 31, 2021.
4. *Work Order Report.* The Executive Director reviewed with the Board of Commissioner's the emergency and non-emergency work order report for the period ending January 31, 2021.
5. *Family Self-Sufficiency Report.* The Executive Director reviewed with the Board of Commissioner's the Family Self-Sufficiency Reports for the periods ending December 31, 2020 and January 31, 2021.
6. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending January 31, 2021.
7. *COVID UPDATE.* The Executive Director updated the Board of Commissioners on COVID vaccines. Governor Baker has announced that residents and staff of public and private low-income and affordable senior housing are included in the first tier of Phase 2. The Executive Director received a letter from the State with guidance on the vaccine process. The first step involved reaching out to the local Board of Health and Council of Aging to determine if they would be willing to set up and run COVID clinics at the various Attleboro Housing Authority community locations. The Health Department informed us that they have not received an adequate amount of vaccines at this time to include the AHA

residents. It was advised to then go to plan b, which suggested to reach out to an outside partner who would work with the AHA to secure and administer the vaccines to residents. The Resident Services Coordinator, Eliana De La Zerda has developed a good working relationship with Stop and Shop Pharmacist, Ron SeraK, as they have assisted in previous flu clinics for the AHA residents. Once a partner was confirmed a survey needed to be completed and submitted to DHCD, which has been executed. The next step was an outreach campaign to the residents determining interest in receiving the vaccine through the AHA. Some residents have made arrangements on their own or with the help of their families to receive the vaccination. At the time of this meeting approximately 180 residents are interested in receiving the vaccine. The vaccines will be administered directly at each location which includes Brookside, Maple Terrace, Oakhurst and River Court. The order has been placed for the vaccines and they're scheduled to arrive between March 1st and March 3rd. Once the vaccines arrive, the Resident Services Coordinator, will set up clinics to follow immediately, as there is a 10-day window to administer the vaccines. Stop and Shop will work with the Resident Services Coordinator to administer and set up the vaccine clinics at each location. The vaccines will be given in 10 or 15 minute increments to adhere to COVID protocol and ensure social distancing is followed during the process. Those receiving the vaccine need to sign a waiver which has been provided and delivered to each resident. Stop and Shop will provide extra vaccines onsite in the event a resident who did not register shows up to be vaccinated. The administering of the second vaccine will be scheduled with each resident when they receive the first vaccine.

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 included an updated report from the Clerk, John Donato and the two week look ahead. The contractors will need to access units to complete the interior work. It was originally thought that the residents could stay in their units during this time, but it has since been decided for safety reasons it is safest if residents were not in the units during the completion. Vacant units will be taken offline and used as temporary hotel units for residents to stay in while work is being completed in their individual units. The process will take about three weeks to complete on each stack of units (they will work on one unit per floor, four units in total to equal a stack). The Resident Services Coordinator does not have the resources to achieve a full resident relocation. The Executive Director has gotten approval to hire a Relocation Consultant which has been advertised to bid and those bids will be received until March 15th. Once a Relocation Consultant is chosen, strategy sessions will immediately follow to decide the most seamless process for the relocation of residents while completing work in the units.
- B. GFI Installation in Bathrooms (667) #016160. Still awaiting the approval of the fee proposal from DHCD.
- C. Maple Terrace Kitchen Modification (667) #016148. The cabinets have been ordered for this project.

- D. Fire Alarm Panel Replacement (667) #016159. The Executive Director is awaiting substantial completion and included details on change order #1 in his report, which the Contractor has had approved by the electrician.

Commissioner Park made a motion to approve change order #1 for the Fire Alarm Panel Replacement #016159 as presented. Commissioner Kes-DesLauriers seconded the motion. Approved 5-0

- E. Repave sidewalk sections on Snell and Thatcher Streets (667) #016160. This project has been put out to re-bid and the bids are due by March 5th.

Management – Other.

- A. Public Housing Notices

The Executive Director reviewed with the Board of Commissioners the Public Housing Notices.

- B. River Court Law Enforcement Activity.

The Attleboro Police Department has reported on criminal activity occurring at the River Court property. A new officer has been assigned to the POP Unit (Problem Oriented Policing). He and his team have made good progress in identifying the individuals; along with identifying and arresting several individuals from Providence, RI. These individuals were frequenting the River Court Community engaging in illegal activity. A no trespassing order has been issued to the four individuals. The Attleboro Police are now a presence in the building both in and out of uniform day and night. The presence is random with the goal of making sure residents feel safe and to address any unlawful activity. The AHA has brought this information to the attention of its legal counsel.

- C. FY2024.

The Executive Director included an amendment #13 to the Capital Plan Contract for Financial Assistance. The initial formula funding award for FY2024 was \$343,000 and DHCD increased the funds by \$39,000.

Commissioner DuPlessie made a motion to approve amendment #13 to the Capital Plan Contract for Financial Assistance. Commissioner Kes-DesLauriers seconded the motion. Approved 5-0

- D. FY21 Budget.

The Executive Director stated that DHCD is awaiting a letter from the DHCD Legal Counsel that explains a \$12,000 reimbursement of a retainer that the AHA provided to an outside law firm to handle a human resources issue last summer. This is a formality and the Executive Director anticipates DHCD's approval of the FY21 Budget earlier next week.

- E. Anti-Fraternization Policy.

The Executive Director has spoken with Attorney Sarah O'Leary from DHCD and she is awaiting official review by DHCD legal counsel.

F. Write Offs of Uncollectable Balances.

The Executive Director included information in regards to an uncollectable balance of \$27,732.00 which had been turned over to a collection agency. The balance represented back rent caused by unreported income. This balance has been reported to the credit bureau.

Commissioner Vaughn made a motion to approve writing off the uncollectable balance of \$27,732.00. Commissioner Kes-DesLauriers seconded the motion.
Approved 5-0

G. Annual Plan.

The Executive Director stated the Annual Plan is going to be presented for approval at next month's board meeting. The Annual Plan is essentially a summary of the Housing Authority operations. The documents are currently available the AHA website and it includes a copy of the Capital Improvement Plan, Maintenance & Repair Plan, Operating Budget, PMR results and Policies. The Local Tenants Organization (LTO) President Portia Gray-Goffigan has received a copy of the policy for review. The Executive Director will forward all Board Members a copy of the policy this upcoming week so you have ample time to review it.

H. Upcoming Board Meetings.

The Executive Director discussed upcoming Board Meetings and is hopeful that by June that we can start meeting in person instead of virtually.

V. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. No report.

VI. Old Business.

1. By-Laws – Chairperson Davis stated that the By-Laws have not been updated since 1948. Commissioner DuPlessie has expressed interest in reviewing the them. Chairperson Davis asked the Board if everyone was comfortable with Commissioner DuPlessie taking the lead on reviewing the By-Laws then discussing his findings and suggestions with the Board at a later date. All of the Board Members were in agreement with this plan of action.

VII. New Business.

1. The next regular scheduled meeting of the Board of Commissioners will be the held on March 25, 2021.

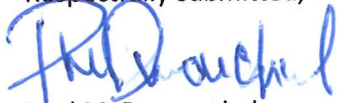
VIII. Open Comments.

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

2. Motion to Adjourn

Commissioner Kes-DesLauriers made a motion to adjourn the meeting at 6:03 PM.
Commissioner Vaughn seconded the motion. Voted 5-0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director