

Attleboro Housing Authority
Minutes
March 25, 2021

A regular meeting of the Attleboro Housing Authority was held on Thursday, March 25, 2021 virtually via Go To Meeting. Chairperson Kathy Davis called the meeting to order at 5:45 PM.

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

Absent: None

I. Approval of Minutes February 25, 2021.

Commissioner Kes-DesLauriers made a motion to approve minutes of February 25, 2021 as presented. Commissioner Vaughn seconded the motion. Approved 5-0.

II. Approval of Warrant #345.

Commissioner DuPlessie made a motion to approve Warrant #345 as presented. Commissioner Kes-DesLauriers seconded the motion. Approved 5-0.

III. Annual Plan Public Hearing.

Due to the possibility that the Annual Plan Public Hearing posting at City Hall was not clear, it was decided to table consideration of the Annual Plan. Commissioner Park asked if we could take this up at the next board meeting. The Executive Director stated that due to filing requirements by the state, action could not wait until the next regularly scheduled board meeting. It was decided that a special board meeting will be held on Thursday, April 1, 2021 to consider and vote on the Annual Plan.

Commissioner Park made a motion to postpone the Annual Plan Public Hearing until Thursday, April 1, 2021. Commissioner Kes-DesLauriers seconded the motion. Approved 5-0.

IV. Executive Directors Report.

1. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Financial Statements for the period ending February 28, 2021.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending February 28, 2021.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the tenants account receivable report for period ending February 28, 2021. The Executive Director added that Attleboro Area Interfaith Collaborative obtained a grant for \$50,000 to help Attleboro residents with rent and utility payments. Attleboro Housing Authority has referred residents that have fallen behind in rent payments to the organization.
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 February 28, 2021.

5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending February 28, 2021. The Executive Director thanked the Resident Services Coordinator, Eliana for all her hard work in coordinating the COVID clinics for all of our residents.
6. *COVID UPDATE.* The Executive Director stated that as of today AHA has provided three COVID vaccine clinics to residents at Brookside, Oakhurst and River Court. Maple Terrace is scheduled for Friday, March 26, 2021 and Seekonk Commons is scheduled for Tuesday, March 30, 2021. Governor Baker has stated that after April 19, 2021 individuals of all ages are eligible to be vaccinated. Once we receive clearance from the state the Resident Services Coordinator will schedule the final COVID vaccination clinic. The State has provided Stop and Shop with the Johnson and Johnson COVID vaccine so only one clinic has needed to be scheduled at each location.

V. *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 schedule. The Housing Authority put the Relocation Consultant Contract out to bid and received two responses. The low bidder was Housing to Home (HTH) located in Boston. The Executive Director included their proposal in the board packet. Housing to Home has two principals, Katie Provencher and Hannagh Jacobsen. HTH is very familiar with the relocation process and how to seamlessly achieve a successful temporary relocation of residents. Two productive meetings have been held with AHA staff, Katie and Hannagh to discuss the process moving forward. Also, the contractor has informed the Executive Director that the final stacking process may only need two weeks to complete instead of the three originally planned.
- B. GFI Installation in Bathrooms (667) #016160. The GFI Installation has been put out to bid. Bids are due by Wednesday, March 31, 2021. A contractor walk-through was conducted on March 23, 2021. The Executive Director will present the lowest-responsible bidder at the April Board Meeting.
- C. Maple Terrace Kitchen Modification (667) #016148. The cabinet order has been delayed due to COVID production restrictions.
- D. Fire Alarm Panel Replacement (667) #016159. The Executive Director has received the substantial completion.

Commissioner Kes-DesLauriers made a motion to approve the substantial completion of the Fire Alarm Panel Replacement (667) #016160 as presented. Commissioner DuPlessie seconded the motion. Approved 5-0.

- E. Repave sidewalk sections on Snell and Thatcher Streets (667) #016160. This project was put out to re-bid and the lowest-responsible bidder is JR and Sons Construction located in Reading, Massachusetts. The Executive Director included in your board packet the reference checks and the authorization letter from Katherine Andruchuck from Allen & Major Associates Inc.

Commissioner Kes-DesLauriers made a motion to authorize the Executive Director to enter into a contract with JR and Sons Construction. Commissioner Vaughn seconded the motion. Approved 5-0.

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 is continuing to have a random presence at the River Court location. They have engaged in conversations with the residents and also those who may be roaming the hallways. The AHA has engaged our legal counsel in regards to the criminal activity that may be occurring at River Court.

D. FY21 Budget.

The Executive Director stated that the FY2021 budget was officially approved by DHCD on March 20, 2021.

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.

H. Upcoming Board Meetings.

The Executive Director discussed upcoming Board Meetings and stated that there will be one more virtual meeting for April 22, 2021. Starting with the May 27, 2021 meeting, we will resume in person board meetings at the Brookside location.

VI. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. President Portia Gray-Goffigan referenced the Work Order Report and inquired about the amount of no heat work order requests. MS Heating believes that the issue has been rectified. The Executive Director has reached out to another heating company to get a second opinion to address the issue and ensure it has been rectified. Ms. Gray-Goffigan asked about the Spring clean-up plan for this season. The Executive Director stated he has requested quotes from various companies for a Spring clean-up and the cost is excessive. The Maintenance staff has almost completed unit turn overs and the plan is to have our Maintenance staff do the Spring clean-up. AHA has the equipment needed to perform the job. The Fall clean-up plan will include hiring an outside landscaping company. Ms. Gray-Goffigan told the Executive Director that she had a resident who reached out to Attleboro Area Interfaith Collaborative for help with a past due rent payment and they were denied due to not living in the Parish area. She stated they live at AHA so they should qualify. The Executive Director stated that if she could email him the residents name he will reach out to the resident directly.

VII. Old Business.

None.

VIII. New Business.

1. The next regular scheduled meeting of the Board of Commissioners will be held virtually on April 22, 2021.

IX. Open Comments.

1. Tenants – A Maple Terrace resident brought up an issue with another Maple Terrace resident who is smoking in the hallway next to another neighbor who has oxygen in use in his unit. The resident does have a sign on the door but the smoking resident still smokes in the hallway as they come and go from their unit. President Portia Gray-Goffigan asked if there is a distance requirement for people who smoke to maintain distance from those using oxygen tanks. The Executive Director stated he believes there is a distance restriction and asked the resident to please reach out to him at the office so he may contact the smoking resident directly. Commissioner Vaughn stated she has reached out to other Housing Authorities that have successfully implemented a no smoking policy. Commissioner Vaughn is interested in trying to implement a no smoking policy here at AHA in the future.

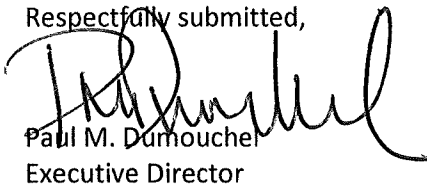
2. Public – None in attendance.

3. Press – None in attendance.

2. Motion to Adjourn

Commissioner Kes-DesLauriers made a motion to adjourn the meeting at 6:53 PM. Commissioner Vaughn seconded the motion. Voted 5-0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director