

Attleboro Housing Authority
Minutes
April 22, 2021

A regular meeting of the Attleboro Housing Authority was held on Thursday, April 22, 2021 virtually via Go To Meeting. Chairperson Kathy Davis called the meeting to order at 5:49 PM.

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

Absent: None

I. Approval of Minutes March 25, 2021.

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

II. Approval of Minutes April 1, 2021.

Commissioner Kes-DesLauriers made a motion to approve minutes of April 1, 2021 as presented. Commissioner Vaughn seconded the motion. Approved 5-0.

III. Approval of Warrant #346.

Commissioner DuPlessie made a motion to approve Warrant #346 as presented. 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 March 31, 2021. The Executive Director added that the Housing Choice Voucher Program has a surplus of \$200,000 from COVID related additional revenue which will allow 20 new vouchers to be issued. The goal is to issue these new vouchers by the end of June.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending March 31, 2021.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the tenants account receivable report for period ending March 31, 2021.
4. *Work Order Report.* The Executive Director reviewed with the Board of Commissioner's the work order report for the period ending March 31, 2021.
5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending March 31, 2021. The Executive Director added that with COVID restrictions relaxing the Resident Services Coordinator can now start implementing tenant programs again. The Resident Services Coordinator is also collaborating with Food and Friends, a program of the Attleboro Interfaith Collaborative which offers food distribution to children during the summer months. AHA was a host for this program last year and the goal is to implement the program for a second time this summer. Commissioner Park added that Self Help in Attleboro offers a Food Bank which all AHA tenants are welcome to visit.

6. *COVID UPDATE.* The Executive Director stated that no COVID vaccination clinics will be scheduled for the Family and Scattered Sites at this time. The State has suggested that appointments be scheduled by the individuals with a physician, at a pharmacy or at a vaccination clinic. The Executive Director reached out to Stop and Shop and they do have vaccines available and those interested in receiving a vaccine should call the pharmacy to make an appointment. The Executive Director placed a Robo call to the Family and Scattered Sites encouraging them to schedule their appointments accordingly. Also, the Executive Director is going to reach out to Stop and Shop and asked them to partner with us in coordinating a vaccination clinic for these developments. There have been 3 positive cases to date in the Family development.

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 first set of tenants will be relocated on Friday, April 30th to Maple Terrace for approximately 3 weeks. House to Home has sent out the 30 day notices for the next group of tenants that will be relocated at the end of May.

- B. GFI Installation in Bathrooms (667) #016160. The GFI Installation has recognized a lowest-responsible bidder of Laracy Electrical Contractors with a bid of \$54,300.

Commissioner Kes-DesLauriers made a motion to authorize the Executive Director to enter into a contract with Laracy Electrical Contractors for the amount of \$54,300. Commissioner Park seconded the motion. Approved 5-0.

- C. Maple Terrace Kitchen Modification (667) #016148. The cabinet order has been delayed due to supply chain issues.

- D. Fire Alarm Panel Replacement (667) #016159. The Executive Director is awaiting the final completion report which will be executed once the electrician completes final work needed to the panel.

- E. Repave sidewalk sections on Snell and Thatcher Streets (667) #016160. The Executive Director is awaiting the kick off meeting date to be scheduled.

Management – Other.

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

D. Upcoming Board Meetings.

The Executive Director stated that the next Board meeting will be held in person at the Brookside Community Room.

VI. Attleboro Housing Authority Tenants Association.

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

VII. Old Business.

1. Policies. The Executive Director sent the Tenant Association President Portia Gray-Goffigan a copy of the Rent Collection Policy for her review and suggestions. The Executive Director will add the Direct Debit language to the policy which currently is not included in the policy. AHA has recently starting accepting direct debit payments from AHA tenants. The Executive Director will present a draft of the updated Rent Collection Policy at the May meeting for the Board to review.
2. By-Laws. The Executive Director emailed copies of the By-Laws to each Board member for review. There was discussion on reviewing the By-Laws in preparation for discussion on implementation and changes for the May meeting. The Board members asked to receive a hard copy of the By-Laws in the mail.

VIII. New Business.

1. The next regular scheduled meeting of the Board of Commissioners will be held at Brookside Community Room, 41 North Avenue, Attleboro on Thursday, May 27, 2021.

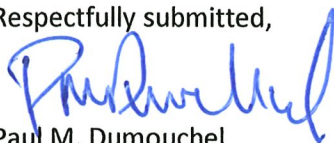
IX. Open Comments.

1. Tenants –
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 6:27 PM. Commissioner Vaughn seconded the motion. Voted 5-0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director