

Attleboro Housing Authority  
Minutes  
May 27, 2021

A regular meeting of the Attleboro Housing Authority was held on Thursday, May 27, 2021 at the Brookside Community Room, 41 North Avenue, Attleboro MA. Chairperson Kathy Davis called the meeting to order at 5:45 PM.

Present: Kathy Davis, Kathleen Park, and Steven DuPlessie

Absent: Narvy Kes-DesLauriers and Jo-Ann Vaughn

I. Approval of Minutes April 22, 2021.

Commissioner Davis made a motion to approve minutes of April 22, 2021 as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

II. Approval of Warrant #347.

Commissioner DuPlessie made a motion to approve Warrant #347 as presented. Commissioner Davis seconded the motion. Approved 3-0.

III. Executive Directors Report.

1. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Financial Statements for the period ending April 30, 2021. The Executive Director added that our operating reserves are firm and we are 100% on budget.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending April 30, 2021.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the tenants account receivable report for period ending April 30, 2021. The SHERA program is offering assistance for tenants who have had financial difficulty due to COVID. The office will contact those individuals who qualify for this program.
4. *Work Order Report.* The Executive Director reviewed with the Board of Commissioner's the work order report for the period ending April 30, 2021.
5. *Family Self Sufficiently Report.* The Executive Director Reviewed with the Board of Commissioners the Family Self Sufficiently report for period ending April 30, 2021.
6. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending April 30, 2021. The Executive Director added if there are any tenant requests for activities, events or ideas that they would like to see held at AHA please reach out directly to Eliana De La Zerda, Resident Services Coordinator.
7. *COVID UPDATE.* The Executive Director stated that as of May 29, 2021 all COVID restrictions will be lifted. Some cases have been reported at our Family Site, suggesting

that COVID is still affecting individuals. The office will be opening to the public on July 6, 2021. The Authority will require masks when coming into the office.

*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 schedule. Also included was an update from Housing to Home the relocation specialist including an upcoming relocation schedule. The first phase of the relocation went smoothly.
- B. GFI Installation in Bathrooms (667) #016160. The Executive Director stated that the kick off meeting was held on May 12, 2021 and Laracy Electric has completed the GFI Installation. The project is substantially complete and we are waiting for the punch list items from the engineer.
- 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.
- E. Repave sidewalk sections on Snell and Thatcher Streets (667) #016160. The Executive Director included meeting notes for the Boards review. The kick off meeting was held on May 13, 2021 and the project work is scheduled to begin on June 26, 2021.

*Management – Other.*

A. Public Housing Notices

The Executive Director reviewed with the Board of Commissioners the Public Housing Notices. The Executive Director stated that Notice #6 includes income limits that are set in two year intervals. This did not occur in 2020 due to COVID and DHCD has changed the issuance date to April to coincide with the time that HUD issues their income limits.

Commissioner Davis made a motion to approve the revised income limits as propagated by DHCD. Commissioner DuPlessie seconded the motion. Approved 3-0.

Public Housing Notice #9 discusses Juneteenth, June 19, 2021 a day which Governor Baker has declared a Massachusetts state holiday. All state employees will receive June 19, 2021 off. The personnel policy needs to be updated to include this added holiday.

Commissioner DuPlessie made a motion to update the holiday listing in the AHA Personnel Policy to include the Juneteenth holiday. Commissioner Davis seconded the motion. Approved 3-0.

B. Anti-Fraternization Policy.

The Executive Director included a draft for the Board Members review with the approved DHCD language incorporated. Language has been added that for purposes of this policy if the Executive Director must disclose a relationship, it must be disclosed to the Board of Commissioners. The approval of this policy has been delayed until June as the Board of Commissioners would like the policy to include a mailing address and email address for residents or employees to contact Board Members directly.

C. Brookside Mail Delay.

Due to the proximity of the mailroom to the dumpster and the unpleasant odor it generates, certain U.S. Postal Service mail carriers have refused mail delivery at the Brookside location. The Postmaster in Attleboro has complained to the Executive Director and demanded that the dumpster be relocated to a different area. This request is not feasible from a logistical standpoint. The Executive Director has ordered an air purifier – which should temporarily solve the problem. Maintenance staff will also disinfect the dumpster several times a week.

D. Personnel.

Margaret Lowe has joined the team as our new Full Time Receptionist.

E. Upcoming Board Meetings.

The Executive Director stated that the next Board meeting will be held on June 24, 2021 location to be determined

V. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association.

President Portia Gray-Goffigan raised concerns about resident communications pertaining to landscaping and other issues. She indicated that in the past residents would get a memo stating when the grass would be mowed; which would allow them time to remove items from the yard. She took issue with a member of the maintenance team who stated that inclement weather could cause the landscaping work to be delayed. The Executive Director stated he would get memos out for the next round of lawn mowing scheduled for next week after the Memorial Day holiday.

President Gray-Goffigan and another Hillcrest Oaks resident raised concerns about enforcement protocols for the Common Area Grounds Policy. The Executive Director stated that in light of the complaints that have been generated, that the Authority will move to update and modify this policy next.

VI. Old Business.

1. Policies. A draft of the Rental Collection Policy has been provided to the Board Members and the Local Tenant Association. The Executive Director has met with the Finance Director to discuss new payment options now available to residents.

VII. New Business.

None

VIII. Open Comments.

1. The Brookside residents in attendance raised the following issues:
  - The laundry facilities are unreliable and it is extremely difficult to reach anyone for Service.
  - The driveway is in poor condition.
  - The cement wall is in poor condition.
  - The stairwell railing is loose.
  - The benches are in poor condition, they need to be scraped and painted.
  - The patios on the 2<sup>nd</sup> floor appear to have microbial growth.
  - The doors need to be scraped and painted.
  - The A/C filters need to be cleaned.
2. Public – None in attendance.
3. Press – None in attendance.

1. Motion to Adjourn

Commissioner DuPlussie made a motion to adjourn the meeting at 7:35 PM. Commissioner Park seconded the motion. Voted 3-0.

Respectfully submitted,



Paul M. Dumouchel  
Executive Director