

Attleboro Housing Authority  
Minutes  
September 23, 2021

A regular meeting of the Attleboro Housing Authority was held on Thursday, September 23, 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 August 26, 2021.

Commissioner Kes-DesLauriers made a motion to approve minutes of August 26, 2021 as presented. Commissioner Vaughn seconded the motion. Approved 5-0.

II. Approval of Warrant #351.

Commissioner Park made a motion to approve Warrant #351 as presented. Commissioner Kes-DesLauriers seconded the motion. Approved 5-0.

III. Executive Directors Report.

1. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Financial Statements for the period ending August 31, 2021.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending August 31, 2021. At this time, AHA has 36 vacancies due to the River Court relocation and elevator project. The Tenant Selector is offering 2 to 3 units a week until all the vacancies are filled. The Executive Director applied for waivers on the vacant units so as not to be charged vacant unit fees by DHCD.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending in August 31, 2021. The SHERA program to date has collected \$41,367.50 in rent arrears. The program has been extended through June of 2022.
4. *Work Order Report.* The Executive Director reviewed with the Board of Commissioner's the Work Order report for the period ending August 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 August 31, 2021.

IV. *Emergency and Capital Improvement Projects*

- A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative  
The Executive Director included in the board materials a letter from Housing to Home indicating the relocation was a positive experience and the tenants were cooperative and very patient during the entire process. An updated master schedule was included.

As of December 14<sup>th</sup> the second elevator is scheduled to be operational. The Executive Director reviewed with the Board members change order request #7.

Commissioner DuPlessie made a motion to approve change order #7 in the amount of \$70,572.60. Commissioner Park seconded the motion. Approved 5-0.

- B. Maple Terrace Kitchen Modification (667) #016148. Awaiting the arrival of the new stoves.
- C. Fire Alarm Panel Replacement (667) #016163. The Executive Director stated that due to various issues with the older fire alarm system, the system will be replaced. This job has been put out to bid and the bid date has been extended to September 30, 2021.
- D. Exterior Door Replacement (689 sites). The Executive Director stated this job will go out to bid late this winter.

*Management – Other.*

- A. Public Housing Notices  
The Executive Director reviewed with the Board of Commissioners the Public Housing Notices.
- B. Common Area Grounds Policy.  
The Executive Director provided a final draft of the updated policy.

Commissioner Kes-DesLauriers made a motion to approve the Common Area Grounds Policy as presented. Commissioner Park seconded the motion. Approved 5-0.

- C. Automatic Laundry.  
Brand new washers and dryers have been installed at Brookside, River Court and Oakhurst by Automatic Laundry. The upgrade also includes cards which tenants can reload as needed. There was discussion about clothes being left in the washing machine long after the cycle has finished. The Executive Director will put a memo out to that development reminding tenants to remove their laundry in a timely fashion. It was suggested that signs be placed at each location instructing tenants to remove their laundry immediately after the cycle finishes as a reminder.
- D. Budget Guidelines FY2022.  
The Executive Director stated that the guidelines for the FY2022 budget have been released by DHCD. The highlight is a 4% increase in the allowable non-utility expense level (ANUEL). Work on the budget will begin now in consultation with the Fee Accountant. The budget is due for submission to DHCD on November 15, 2021. Fee Accountant Dan Robillard will present the budget at the October 28, 2021 Board meeting.
- E. Landscaping Contract.  
The Executive Director explained that bids for the landscape contract came back higher than expected. It was decided that the Maintenance staff will perform landscaping duties at Brookside, Maple Terrace, Martin Street and River Court. The

Executive Director has met with the representative from Shady Tree Landscaping to discuss a contract for maintaining the Hillcrest and Oakhurst properties. There was question if aeration was included in the bid amount. The Executive Director stated that he will inquire and clarify that information to the board via email.

F. Fee Accountant Contract.

The Executive Director recommended the Board authorize a new contract with Milne, Shaw, Robillard, PC.

Commissioner Park made a motion to authorize the Executive Director to enter into a two-year contract with Milne Shaw & Robillard, PC for fee accounting services. Commissioner Kes-DesLauriers seconded the motion. Approved 5-0.

G. Personnel.

Isaia Blanchette and Manuel Pires have joined our Maintenance staff. Brian Phinney will be retiring on October 31, 2021 after 42 years of service.

H. Attleboro Housing Associates.

The Executive Director stated that Barbara Sokoloff from Barbara Sokoloff and Associates will be presenting at the next board meeting in regards to affordable housing. Our past consultant Frank Shea has been appointed the permanent CEO at the Women's Development Corporation.

I. Other Items.

- Power washing on Holman street was completed on September 13, 2021.
- All of the AC filters have been cleaned.
- Follow up meetings have been conducted with two Hillcrest residents who made presentations at last month's meeting.
- Safety concerns with trees have been identified and removal has been scheduled for October.

J. Upcoming Board Meetings.

The next board meetings will be on Thursday, October 28, 2021 and Thursday, December 2, 2021.

V. Attleboro Housing Authority Tenants Association.

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

VI. Old Business.

None

VII. New Business.

1. Executive Directors Evaluation – The Board of Commissioners has emailed the evaluation results to the Executive Director for his review.

Commissioner Vaughn made a motion to enter into a new contract with the Executive Director. Commissioner Park seconded the motion. Approved 5-0.

VIII. Open Comments.

1. Tenants –

- A Hillcrest Oaks Family Resident feels that staff has not been professional when addressing paperwork issues.

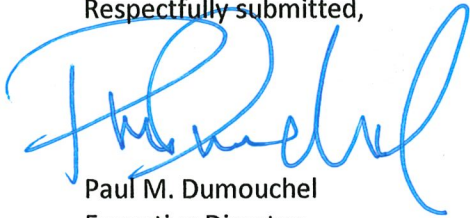
2. Public – None in attendance.

3. Press – None in attendance.

4. Motion to Adjourn

Commissioner DuPlessie made a motion to adjourn the meeting at 6:55 PM. Commissioner Vaughn seconded the motion. Voted 5-0.

Respectfully submitted,



Paul M. Dumouchel  
Executive Director