

Attleboro Housing Authority
Minutes
December 2, 2021

A regular meeting of the Attleboro Housing Authority was held on Thursday, December 2, 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 October 28, 2021.

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

II. Approval of Warrant #353.

Commissioner Kes-DesLauriers made a motion to approve Warrant #353 as presented. Commissioner Park seconded the motion. Approved 5-0.

III. Executive Directors Report.

1. *Fiscal Year Budget 2022.* The Executive Director stated that we are still awaiting approval of the Fiscal Year Budget 2022 from DHCD.
2. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Financial statements for the period ending October 31, 2021. Due to warmer temperatures the utility expenses are under budget.
3. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending October 31, 2021. The occupancy rate is at 93 % and the Tenant Selector is working on filling those vacancies as soon as possible.
4. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending in October 31, 2021.
5. *Housing Specialist Report.* The Executive Director reviewed with the Board of Commissioner's the Housing Specialist report for period ending in October 31, 2021.
6. *Work Order Report.* The Executive Director reviewed with the Board of Commissioner's the Work Order report for the period ending October 31, 2021.
7. *Family Self Sufficiently Report.* The Executive Director reviewed with the Board of Commissioner's the Family Self Sufficiently report for the period ending October 31, 2021.
8. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending October 31, 2021. Stop & Shop along with Eliana De La Zerda, Resident Services Coordinator held

COVID Booster clinics at all the elderly locations with great turn out. Thanksgiving meals were sponsored and handed out by the United Way and the Attleboro Area Interfaith Collaborative to those residents who signed up. The Attleboro YMCA and Bristol Elders is now sponsoring a meal distribution program. We have had a number of residents sign up for this program as well.

IV. Emergency and Capital Improvement Projects

A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative Included in the board packet was an updated master schedule. The Executive Director reviewed with the Board members the update included from Clerk of the Works Brian Ross.

B. Maple Terrace Kitchen Modification (667) #016148. The Executive discussed with the Board of Commissioners details of needed change order requests.

Commissioner DuPlessie made a motion to approve a no cost change order extending the completion date by 102 days due to supply chain issues for Project #016148. Commissioner Vaughn seconded the motion. Approved 5-0.

Commissioner Vaughn made a motion to approve Certificate of Substantial Completion for Phase 2 of the Maple Terrace Kitchen Renovation Project #016148. Commissioner DuPlessie seconded the motion. Approved 5-0.

C. Fire Alarm Panel Replacement (667) #016163. The Executive Director stated that Laracy Electrical Contractors will hold the kick off meeting on December 8, 2021.

The Executive Director applied for a grant for removal of asbestos which was approved by DHCD. AHA was awarded \$65,000 from DHCD for asbestos removal.

D. Exterior Door Replacement (689 sites). The Executive Director stated this job will go out to bid late this winter or early spring.

Management – Other.

A. Public Housing Notices

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

B. Reasonable Accommodation Policy.

The Executive Director stated the policy is still under review. The policy is being compared to a DHCD template to best customize the policy for AHA.

C. Board Retreat – Strategic Planning.

The Executive Director stated he would like to plan a Strategic Planning Board Retreat in 2022 focusing on long term planning depending on how the Omicron variant effects meetings going forward in the new year. The Executive Director will reach out individually to the Board to discuss availability dates and a location.

D. ARPA Funds towards Public Housing.

The Executive Director included a memo from MASSNAHRO which discusses the legislative authorization of \$150 million dollars in ARPA funds that have been

earmarked towards public housing. The House and Senate unanimously voted in favor.

E. Personnel.

Ryan Dewey resigned from his position with the AHA.
Rudy Martinez joined the AHA Maintenance Team.

F. Other Items.

- The tree trimming has been postponed due to recent inclement weather which will be rescheduled as soon as possible.
- Power washing at Hillcrest Oaks was completed on November 24, 2021
- The AHA contribution to the Retirement System has been calculated and a detailed report was included for the Board of Commissioners to review.

G. Capital Needs Assessment.

On Sight In Sight Co. completed an assessment of the Brookside property on December 12, 2021. AHA was selected to participate in this review of Capital needs for various state and federal funding awards. This will help AHA advocate for additional funding on the deferred maintenance projects.

H. Upcoming Board Meetings.

The next board meeting will be on Thursday, January 27, 2022 and Thursday, February 24, 2022.

V. Attleboro Housing Authority Tenants Association.

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

VI. Old Business.

1. Commissioner DuPlessie requested that Board members review the By-Laws prior to the January 2022 Board meeting.

VII. New Business.

1. Commissioner Vaughn discussed a mice issue in the Maple Terrace units. The exterminator is visiting certain units and the Executive Director will have the exterminator look to seal any openings in the units/buildings reporting issues. Also the dumpsters are being treated to discourage rodent activity now that it has gotten cold outside.

VIII. Open Comments.

1. Tenants – None in attendance.
2. Public – None in attendance.
3. Press – None in attendance.
4. Motion to Adjourn

Commissioner Kes-DesLauriers made a motion to adjourn the meeting at 6:30 PM.
Commissioner Park seconded the motion. Voted 5-0.

Respectfully submitted,

Paul M. Dumouchel
Executive Director