

Attleboro Housing Authority  
Minutes  
January 23, 2020

A regular meeting of the Attleboro Housing Authority was held on Thursday, January 23, 2020 at the Hillcrest Oaks Community Room located at 37 Carlon Street, Attleboro, MA. Chairperson Narvy Kes-DesLauriers called the meeting to order at 5:45 p.m.

Present: Narvy Kes-DesLauriers, Kathleen Park, Kathy Davis and Charles Caron

Absent: Jo-Ann Vaughn

I. Approval of Minutes December 5, 2019.

Charles Caron made a motion to approve the minutes of December 5, 2019 as presented. Kathy Davis seconded the motion. Voted 4 – 0.

II. Approval of Warrant #330.

Charles Caron made a motion to approve Warrant #330 as presented. Kathleen Park seconded the motion. Voted 4 – 0.

III. Approval of Warrant #331.

Charles Caron made a motion to approve Warrant #331 as presented. Kathleen Park seconded the motion. Voted 4 – 0.

IV. Executive Director's Report.

1. *Tenant Accounts Receivable Report.* The Executive Director reviewed with the Board of Commissioners the Tenant Accounts Receivable reports for the period ending November 30, 2019 and December 31, 2019.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the periods ending November 30, 2019 and December 31, 2019.
3. *Work Order Report.* The Executive Director reviewed with the Board of Commissioners the Emergency and Non-Emergency Work Order report for the periods ending November 30, 2019 and December 31, 2019. Charles Caron commented that we should not include medical information in a work order.
4. *Family Self-Sufficiency Report.* The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report for the periods ending November 30, 2019 and December 31, 2019.
5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending December 31, 2019. Kathy Davis asked how many students are being tutored in the after school program, the Executive Director responded 4 to 6 students daily. The Executive Director added there has been excellent feedback from the tutor Cindy Williams.

6. *Emergency and Capital Improvement Projects.*

- A. River Court Apts. #016124 Geothermal/Elevator Project. The Executive Director's report included an update from the Clerk, John Donato. The contractor has drilled 7 wells to date. The Fire Suppression work is on-going. The electrician has completed the demo of the kitchen and trash rooms. They are now working on the fire suppression wiring on all floors. A timeline of tasks was also included in the Executive Directors report. Charles Caron asked about the parking situation during construction. The Executive Director stated that they will need to relocate 5 parking spaces. The contractor has rented a parking lot for equipment storage until the project is completed.
- B. Emergency Generator #016146. MacRitchie Engineering is waiting for the new generator to arrive. Preliminary work around the office exterior has begun.
- C. GFI Installation in Bathrooms (667) #016151. This project has been approved by the DHCD as part of the Health and Safety Grant. Murphy Electric has been assigned as the engineer on this project.
- D. Maple Terrace Kitchen Modification (667) #016148. DHCD has requested a corrected Project Manual. The corrected manual has been submitted by the architect and are awaiting approval. Permission to bid should follow after approval.
- E. Exterior Door Replacement (7085) #016149. DHCD has granted permission to bid.
- F. 17 Peck Street Exterior Painting and Trim Replacements (689) #016153. Bidding will commence on January 29, 2020 and are due by February 13, 2020.
- G. Fire Alarm Panel Replacement (667) #016160. Murphy Electric is due to submit the project manual the DHCD for approval this week.
- H. Repave sidewalk sections on Snell and Thacher Streets (667) #016161. The engineers Allen and Major will submit a scope of services to AHA for approval.
  - Projects C & H will be funded by a \$73,000 Health and Safety Grant that was awarded to AHA, These jobs must be completed by June 30, 2020.

7. *Management – Other.*

- A. Follow Up from the December 5, 2019 meeting:
  - The verbiage on the tenant rental notices are being reviewed.
  - RISE Engineering indicated they will be out to examine the lighting situation as soon as they can schedule it.

B. Formula Funding Award – Fiscal Year 2023

The Executive Director reviewed the letter that was included in the board materials, addressed to the Chair, Narvy Kes-Deslauriers awarding AHA \$381,929 in Formula Funding for Fiscal Year 2023.

D. Amendment to the Contract for Financial Assistance

The emergency repairs to the Brookside Fire Alarm System need a motion to approve the amendment #11 to the CFA Workplan 5001 in the amount of \$12,614.00.

Charles Caron made a motion to approve amendment #11 to the contract for the financial assistance #5001 in the amount of \$12,614.00. Kathleen Park seconded the motion. Voted 4 – 0.

E. EBI Consulting – Update to the State-Wide Family Condition Assessment

The site visit has been scheduled for Monday, February 3, 2020 and Tuesday, February 4, 2020. One assessor will be present.

V. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. President Portia Gray-Goffigan was present at this meeting. Ms. Gray-Goffigan discussed unreported income and the verbiage used when addressing the tenants. The Executive Director said he will examine modification to the verbiage used to address unreported income. Ms. Gray-Goffigan also discussed the Health and Safety monies that were awarded to the AHA. She inquired if while the sidewalk was being repaved on Snell and Thacher Streets if the sidewalk repairs needed on Hanish could be included? The Executive Director stated that he will review it with the Maintenance Director to see if we could include as well. Ms. Gray-Goffigan asked if we have made any changes to the Resident Handbook. The Executive Director stated there have been some employee name changes. Ms. Gray-Goffigan asked to please review the Resident Handbook to review any changes that may need to be updated. Ms. Gray-Goffigan asked if maintenance could please wear shirts with their names on them. There are new employees and some residents are unfamiliar with them. The Executive Director stated that the maintenance staff already wear photo ID name badges.

VI. Old Business.

1. The Board informed the Executive Director that his pay rate will remain the same.
2. The Board Retreat. Board members were encouraged to exchange ideas regarding a board retreat.

VII. New Business.

1. The next regular scheduled meeting of the Board of Commissioners will be the held on February 27, 2020.

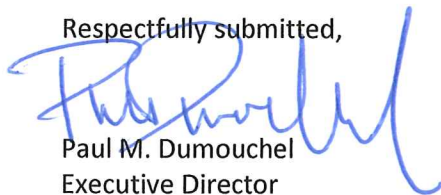
VIII. Open Comments.

1. Tenants – No comments.
2. Public – No comments.
3. Press – None in attendance.

2. Motion to Adjourn

Kathleen Park made a motion to adjourn the meeting at 7:16 p.m. Kathy Davis seconded the motion. Voted 4 – 0.

Respectfully submitted,



Paul M. Dumouchel  
Executive Director