

Attleboro Housing Authority
Minutes
March 28, 2019

A regular meeting of the Attleboro Housing Authority was held on Thursday, March 28, 2019 at the River Court Community Room located at 4 Hodges Street, Attleboro, MA. Chairman Charles Caron called the meeting to order at 5:45 p.m.

Present: Charles Caron, Narvy Kes-DesLauriers, Kathy Davis, Jo-Ann Vaughn, Kathleen McGregor

I. Approval of Minutes February 28, 2019.

Kathy Davis made a motion to approve the minutes of February 28, 2019 as presented. Jo-Ann Vaughn seconded the motion. Voted 5 – 0.

II. Approval of Warrant #321.

Kathleen McGregor made a motion to approve Warrant #321 as presented. Narvy Kes-DesLauriers seconded the motion. Voted 5 - 0.

III. Executive Director's Report.

1. *Annual Audit Presentation.* Michael Guyder and Timothy Marciante from Marcum, LLP formerly Guyder Hurley Company presented a presentation to the Board of Commissioners of the FY2018 Annual Audit. Mr. Guyder explained that the City of Attleboro is not adequately providing information with regard to the auditing practices for the retirement system. It was suggested that the Authority reach out to the City and make the formal request. The Executive Director will draft a letter to the City with the assistance Mr. Guyder on behalf of the Board of Commissioners outlining what the deficiencies are.

Also reported to the Board of Commissioners were some items with regard to the Section 8 program on the FY2018. Mr. Guyder noted that there was evidence that the areas that had issues in the past audit were being addressed and it was hopeful that these issues would be corrected by the time the next audit is conducted.

2. *Monthly Financial Statement.* The Executive Director reviewed with the Board of Commissioners the monthly financial statements for the period ending February 28, 2019.
3. *Tenant Accounts Receivable Report.* The Executive Director reviewed with the Board of Commissioners the Tenant Accounts Receivable report for the period ending February 28, 2019.
4. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending February 28, 2019.
5. *Work Order Report.* The Executive Director reviewed with the Board of Commissioners the Emergency and Non-Emergency Work Order report for the period ending February 28, 2019.
6. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending February 28, 2019.

7. *Emergency and Capital Improvement Projects.*

- A. River Court, Second Elevator Initiative #016124. The Authority is awaiting an approval to bid from the Department of Housing and Community Development.
- B. Maple Terrace, Kitchen Modernization #016139. Narvy Kes-DesLauriers made a motion to approve the Certificate of Substantial Completion. Kathleen McGregor seconded the motion. Voted 5 – 0.
- C. Ellis Street/Garden Street Roof Replacement. The Authority is awaiting bids for the roof replacement at Ellis and Garden Streets. The Executive Director will provide information for the low bidder at the next Board Meeting.
- D. Holman Street/Garden Street Heating System Conversion #016135. Kathleen McGregor made a motion to approve the Certificate of Substantial Completion for the Heating Conversion at Holman Street and Garden Street. Narvy Kes-DesLauriers seconded the motion. Voted 5 - 0.

8. *Management – Other.*

- A. Follow Up from Last Meeting.
 - 1. Photo Identification Badges. The photos have been taken for the ID badges and they are currently being constructed.
 - 2. The Director of Maintenance inspected the outside door on the Mechanic Street side of River Court and is currently receiving quotes to replace the door.
 - 3. The problematic windows in the River Court hallways have been replaced.
- B. Write Off Uncollectible Balances. Kathy Davis made a motion to authorize the Authority to Write Off Uncollectible Rental balances in the amount of \$29,233 from the Hillcrest Oaks development. Narvy Kes-DesLauriers seconded the motion. Voted 5 – 0.
- C. Public Housing Notices. The Executive Director provided to the Board of Commissioners PHN2019-04 and 05 for review.
- D. Meeting with Residents. The Executive Director reported that he had met River Court this past month and that other developments are scheduled in April.
- E. Personnel. The Executive Director reported that there is one vacant position in the Maintenance Department and he is currently identifying candidates in preparation for interviews.
- F. Miscellaneous Information.
 - 1. DHCD has delayed the official “Go Live” date for the Centralized Waiting List to address issues that LHAs have had with it. AHA staff has participated in all trainings are doing well with it. Identified implementation date is set for April 15, 2019.

2. Local Outreach. The Executive Director reported that he has made contact with the following agencies/individuals: Attleboro Director of Economic Development, Catherine Feerick, Attleboro Board of Health and Senator Rebecca Rausch.
3. Staff Trainings. The Executive Director reported that the Maintenance staff participated in a training on new HVAC systems through MAHAMS and will participate in OSHA certification in May. The Executive Director also reported that some of the administrative staff participated in rent calculation training by MassNahro.

IV. Attleboro Housing Authority Tenants Associations.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. President Portia Gray-Goffigan reported that their Association had a meeting last week to discuss the Community Room. Although there was little turn out those in attendance talked about the use of a deposit to discourage residents from leaving a mess or damaging the space. President Gray-Goffigan and the Executive Director will work together to present a policy draft for the next Board Meeting.

President Gray-Goffigan had some concerns with the Work Order report with regard to the way items are now categorized on the report and if it will impact the way residents request a work order.

V. Old Business. None

VI. New Business. The next meeting of the Board of Commissioners will be held on May 2, 2019.

VII. Open Comments.

1. Tenants. Brian from River Court asked about the parking signs for the parking lots. The Executive Director stated that he was working with the Resident Services Coordinator to get a new parking coordinator and that the signs would be reviewed at that time. Also Brian asked if the Authority could post signs in the trash rooms what is acceptable recyclables. The Executive Director stated that he has already reached out to the trash company as well as the City to get a list and will also send out to the residents.

A River Court resident reported that the entrance doors continue to be propped open. The Executive Director stated that he is working with the Chapman PC Services to see if it is possible to install cameras on the premises. The Executive Director also stated that it may be helpful if the residents got together and had a committee of people who could patrol the doors to ensure that they were secured.

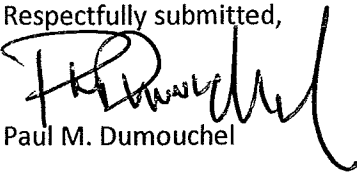
A River Court resident stated that although there was a notice that was sent to the residents with regard to the laundry equipment it does not address all the issues that the residents are experiencing. The Executive Director stated that the laundry equipment was rented and the company has agreed to come out and check out washers and dryers and make some adjustments to the lines and lint traps.

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

VIII. Motion to Adjourn

Jo-Ann Vaughn made a motion to adjourn the meeting at 7:07 p.m. Narvy Kes-DesLauriers seconded the motion. Voted 5 – 0.

Respectfully submitted,



Paul M. Dumouchel