

Attleboro Housing Authority  
Minutes  
May 2, 2019

A regular meeting of the Attleboro Housing Authority was held on Thursday, May 2, 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 March 28, 2019.

Kathy Davis made a motion to approve the minutes of March 28, 2019 as presented. Kathleen Park seconded the motion. Voted 5 – 0.

II. Approval of Warrant #322.

Narvy Kes-DesLauriers made a motion to approve Warrant #322 as presented. Kathy Davis seconded the motion. Voted 5 - 0.

III. Executive Director's Report.

1. Eliana De La Zerda, Resident Services Coordinator reviewed with the Board of Commissioners her progress with the Authority since she began earlier this year. Ms. De La Zerda listed out the different agencies that she actively working with on behalf of the Authority's residents.
2. *Monthly Financial Statement.* The Executive Director reviewed with the Board of Commissioners the monthly financial statements and quarterly operating statement for the period ending March 31, 2019.
3. *Tenant Accounts Receivable Report.* The Executive Director reviewed with the Board of Commissioners the Tenant Accounts Receivable report for the period ending March 31, 2019.
4. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending March 31, 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 March 31, 2019.
6. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending March 31, 2019.
7. *Emergency and Capital Improvement Projects.*
  - A. River Court, Second Elevator Initiative #016124. The Architect has revised and published the project schedule. DHCD has granted permission to bid and the Authority will be accepting bids on May 23<sup>rd</sup>. DHCD will be hiring a Clerk of the Works for this project.
  - B. Maple Terrace, Kitchen Modernization #016139. The Contractor stated that the punch list items for this project will be completed by the end of next week.

- C. Holman Street/Garden Street Heating System Conversion #016135. Narvy Kes-DesLaurier made a motion to approve the Certificate of Final Completion for the Heating Conversion at Holman Street and Garden Street. Kathleen McGregor seconded the motion. Voted 5 - 0.
  - D. Peck Street Roof #016137. The start date for this project is imminent and the City has granted the necessary permits. The Executive Director met with CCBC and the communication is ongoing and productive.
  - E. Ellis Street/Garden Street Roof Replacement. Kathleen McGregor made a motion to accept the lowest responsible bidder E5 Builders of Leominster MA in the amount of \$41,400 and authorize the Contract Officer to sign the document. Narvy Kes-DesLauriers seconded the motion. Voted 5 – 0.
8. *Management – Other.*
- A. Follow Up from Last Meeting.
    - 1. A letter has been sent to the City of Attleboro Retirement Board seeking an actuarial audit called for by our recent federal audit. At this point the City is refusing to pay for the audit and will bill the Authority the \$5,000.
    - 2. Photo Identification badges are completed and are being utilized by all staff.
    - 3. The Executive Director reiterated the importance of wearing AHA embroidered shirts and it is being enforced by the Maintenance Supervisor.
    - 4. The Director of Maintenance has received two quotes for the outside door on the Mechanic Street side of River Court and is awaiting one more quote before the Authority proceeds.
    - 5. The Executive Director continues to work with the Tech Advisor on the best course of action for a camera system at River Court.
  - B. Public Housing Notices. The Executive Director provided to the Board of Commissioners PHN2019-06 through PHN2019-11 for review.
  - C. Meeting with Residents. The Executive Director reported that he conducted monthly meetings at Maple Terrace, Oakhurst and Brookside this past month.
  - D. Personnel. The Executive Director reported that he made an offer and it was accepted by Devlyn House for the full time maintenance mechanic position and his start date was May 6, 2019. The Authority is now at full staff capacity.
  - E. Miscellaneous Information.
    - 1. Jim Feyler, Maintenance Supervisor attended a Massachusetts Maintenance Supervisor Certification program through MAHAMS. Paul Dumouchel and Jim Feyler will be participating in the Regional Dwelling Unit Inspection Training by DHCD this coming month. All current

Maintenance staff attended OSHA certification training. David McGinnes and Cynthia Morrison are scheduled to attend Enterprise Income Verification workshop at HUD Boston Field Office.

2. Local Outreach. The Executive Director reported that he has made contact the new Executive Director of the Pawtucket Housing Authority and District Chief Al Murrant of the Attleboro Fire Department.
3. NAHRO National Summer Conference. The 2019 Summer Conference will be held in Boston July 11<sup>th</sup> and 12<sup>th</sup>. MassNahro is encouraging local housing officials to attend.

IV. Attleboro Housing Authority Tenants Associations.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. President Portia Gray-Goffigan was not in attendance.

V. Old Business. None

VI. New Business. The next meeting of the Board of Commissioners will be held on May 30, 2019.

VII. Open Comments.

1. Tenants. Brian Bonjokian of Rivercourt asked if the Authority could provide signs for recycling in the trash rooms. The Executive Director showed a sample of the signs that have already been ordered and once they are received will be posted. Brian Bonjokian also asked about the signs for the parking lots. The Executive Director stated that he is waiting to have input from the new parking coordinator. A number of Rivercourt residents complained about pet owners allowing their pets to go to the bathroom in the common areas. The Authority has received these complaints and is looking into the issues and is reaching out directly to the residents.
2. Public – No comments.
3. Press – None in attendance.

VIII. Motion to Adjourn

Jo-Ann Vaughn made a motion to adjourn the meeting at 6:32 p.m. Kathy Davis seconded the motion. Voted 5 – 0.

Respectfully submitted,

Paul M. Dumouche

