

Attleboro Housing Authority  
Minutes  
August 22, 2019

A regular meeting of the Attleboro Housing Authority was held on Thursday, August 22, 2019 at the River Court Community Room located at 4 Hodges Street, Attleboro, MA. Chairperson Narvy Kes-DesLauriers called the meeting to order at 5:45 p.m.

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

Absent: None

I. Approval of Minutes July 25, 2019.

Charles Caron made a motion to approve the minutes of July 25, 2019 as presented. Kathy Davis seconded the motion. Voted 5 – 0.

II. Approval of Warrant #326.

Charles Caron made a motion to approve Warrant #326 as presented. Kathy Davis seconded the motion. Voted 5 - 0.

III. Executive Director's Report.

1. *Tenant Accounts Receivable Report.* The Executive Director reviewed with the Board of Commissioners the Tenant Accounts Receivable report for the period ending July 31, 2019.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending July 31, 2019. There was discussion on the new CHAMP system and family vacancies. The Executive Director explained It takes a full 60 days to process the family application. State regulations require 5 years of landlord history. The Housing Authority cannot move forward in the application process until the 5-year landlord history is completed and verified.
3. *Work Order Report.* The Executive Director reviewed with the Board of Commissioners the Emergency and Non-Emergency Work Order report for the period ending July 31, 2019. Charles Caron reiterated that we should not include any private tenant information in the notes section of the Work Order as that is public information. There was discussion on timely closing work orders out. The Executive Director stated that a report will be printed weekly and a strategy will be discussed with the Maintenance Director.
4. *Family Self-Sufficiency Report.* The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report for the period ending July 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 July 31, 2019.

6. *Emergency and Capital Improvement Projects.*

A. River Court Apts. #016124 Second Elevator Initiative. The kickoff meeting is scheduled for September 4, 2019.

B. Emergency Generator #016146. MacRitchie Engineering was selected as the project engineer. The Schematic design was approved by DHCD and the construction documents are due on September 10, 2019.

C. Ellis Street/Garden Street Roof Replacement #016144. Work on both roofs has been satisfactorily completed. The Housing Authority and DHCD signed a five (5) year warranty for the roofs.

Kathleen McGregor made a motion to approve change order #1 for extra roof shingles in the amount of \$292.50. Charles Caron seconded the motion.

Voted 5 – 0.

Kathy Davis made a motion to approve the certificate of substantial completion for project #016144, Ellis and Garden Street Roofs. Kathleen McGregor seconded the motion. Voted 5 – 0.

Kathy Davis made a motion to approve the certificate of final completion for project #016144, Ellis and Garden Street Roofs. Charles Caron seconded the motion.

Voted 5 – 0.

D. George Street Kitchen Project #016127. Work on this project continues. The anticipated completion date for this work is in September.

E. Maple Terrace Kitchen Modification (667) #016148. DHCD is the process of approving the Architectural/Design Fees for this project.

7. *Management – Other.*

A. 91 George Street. The Executive Director included an updated construction listing along with pricing in the meeting materials.

B. Year End Financial Statements and Submissions. The Executive Director reviewed the Year End Financial Statements and Submissions, including operating statements and tenant accounts receivable for the period ending June 30, 2019. Charles Caron asked why the Executive Director was listed twice on the top 5 paid employees report at Attleboro Housing Authority. The Executive Director stated the previous Executive Director and himself were both listed for the fiscal year end. Charles Caron asked that

the accountants remove the previous Executive Director from the list and add the next 5<sup>th</sup> highest paid position.

Jo-Ann Vaughn made a motion to conditionally approve the 2019 Year End Operating Statements and Tenant Accounts Receivable, with the removal of the previous Executive Director, naming the 5<sup>th</sup> highest paid employee to be revised on the final report. Charles Caron seconded the motion. Voted 5 – 0.

- C. Lead Paint Certificate of Compliance. Kathy Davis made a motion to certify that the Attleboro Housing Authority is in compliance with all applicable Lead Paint Laws. Charles Caron seconded the motion. Voted 5 – 0.
- D. Follow Up from Last Meeting.
  - 1. The pre-construction meeting for the River Court Elevator/geothermal project will be held on September 4, 2019.
  - 2. The Executive Director spoke to the Security Company and they are now staggering their coverage at River Court.
- E. Installation of Energy Efficient Light Bulbs and Air Source Heat Pumps. Light bulb and fixture installation for this project is ongoing. Maple Terrace installations are being performed this week. Oakhurst installations will be scheduled at some point in September.
- F. David McGinnes, our Housing Choice Voucher Specialist is departing Attleboro Housing Authority and has accepted a Project Manager position with Milford Housing Authority. We thank him for his service to us and wish him well. Interviews have commenced for this position.
- G. Miscellaneous Information. All of the Maintenance personnel are now OSHA Certified.
- H. Respectful Workplace training will be taking place on September 26, 2019 for all Attleboro and Seekonk associates.

IV. Attleboro Housing Authority Tenants Association.

- 1. Hillcrest Oaks and 705 Family Sites Tenant Association. President Portia Gray-Goffigan did not attend this meeting.

V. Old Business. None.

VI. New Business.

1. The next regular scheduled meeting of the Board of Commissioners will be the held on September 26, 2019.

VII. Open Comments.

1. Tenants.

Deana Getton from River Court expressed that tenants of River Court are not cleaning up the washing machines inside after washing their laundry. The Executive Director will have the Resident Services Coordinator post a memo.

2. Public – No comments.

3. Press – None in attendance.

2. Motion to Adjourn

Kathleen McGregor made a motion to adjourn the meeting at 6:42 p.m. Jo-Ann Vaughn seconded the motion. Voted 5 – 0.

Respectfully submitted,

Paul M. Dumouchel,