

Attleboro Housing Authority
Minutes
September 26, 2019

A regular meeting of the Attleboro Housing Authority was held on Thursday, September 26, 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 August 22, 2019.

Charles Caron made a motion to approve the minutes of August 22, 2019 as presented. Kathy Davis seconded the motion. Voted 5 – 0.

II. Approval of Warrant #327.

Kathy Davis made a motion to approve Warrant #327 as presented. Kathleen McGregor seconded the motion. Voted 5-0.

III. Executive Director's Report.

1. *Monthly Financial Statements.* The Executive Director reviewed with the Board of Commissioners the Monthly Financial Statements for the period ending August 31, 2019.
2. *Tenant Accounts Receivable Report.* The Executive Director reviewed with the Board of Commissioners the Tenant Accounts Receivable report for the period ending August 31, 2019.
3. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending August 31, 2019.
4. *Work Order Report.* The Executive Director reviewed with the Board of Commissioners the Emergency and Non-Emergency Work Order report for the period ending August 31, 2019. Charles Caron inquired about the details of a couple of work orders. The Executive Director stated that he would clarify with the maintenance department.
5. *Family Self-Sufficiency Report.* The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report for the period ending August 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 August 31, 2019.
7. *Emergency and Capital Improvement Projects.*

- A. River Court Apts. #016124 Second Elevator Initiative. The kickoff meeting was held on September 4, 2019. John Donato has been selected as project representative. The next construction meeting is scheduled October 8, 2019 at Rivercourt. Board of Commissioner meetings will need to be relocated during the construction phase.
- B. Emergency Generator #016146. The Authority is awaiting construction document approval from DHCD.
- C. George Street Kitchen Project #016127. Kathy Davis made a motion to approve the Certificate of Substantial Completion for the George Street Kitchen project. Charles Caron seconded the motion. Voted 5 – 0.
- D. Maple Terrace Kitchen Modification (667) #016148. DHCD approved Architectural/Design concept and fee. Blackstone Block Architects have been assigned to this project. The architect has requested to review documents from Phase 1 in order to submit schematic designs for Phase 2.
- E. 17 Peck Street Exterior Painting and Trim Replacements #016153. The Executive Director reported that the Design Fee and schematic design for the Peck Street job have been approved by DHCD and the Authority anticipates going out to bid shortly.
- F. Brookside Fire Alarm. The Authority will need to make a revision to the Capital Plan in order to complete an upgrade to the alarm panel at Brookside. The Authority is awaiting approval and assignment of a project number from DHCD.

8. *Management – Other.*

- A. Follow Up from Last Meeting.
 - 1. Work Order verbiage was scrutinized to be certain personal information wasn't being disclosed.
 - 2. The Executive Director reminded maintenance staff to leave door tags when doing work in units with no one home.
 - 3. A memo was generated for Rivercourt residents regarding the cleanliness of the laundry room.
- B. 91 George Street DMH Construction. The Executive Director reported that the physical construction is pending and the architectural drawings are being drawn up.
- C. Public Housing Notices. The Executive Director provided Public Housing Notices 2019-19, 2019-20 and 2019-22 for the Board of Commissioners review.

- D. FY2020 Budget Guidelines. The Executive Director provided the Board of Commissioners highlights of the prescribed budget guideline from DHCD. The Fee Accountant will be at the next meeting for the budget presentation.
- E. Personnel. The Executive Director reported that Luisa Sarante has joined the Authority as the Housing Choice Voucher specialist.
- F. Seekonk Housing Authority Update. The Executive Director reported to the Board of Commissioners that the window and roof replacement projects have been completed. The Executive Director also reported that projects currently underway in Seekonk are the Community Room roof project as well as the Fire Alarm Upgrade at Seekonk Commons. Kathy Davis asked for the Executive Director to provide a breakdown of what it costs for the Attleboro staff to cover the Seekonk office.
- G. Miscellaneous. The Executive Director reported that the HCV Specialist Luisa Sarante attended the Section 8 Administrators Association training entitled High Performance for Section 8 Management. Also reported was the Director of Maintenance, Jim Feyler attended the annual MAHAMS Conference in Hyannis. The Executive Director reported that the training on the CHAMP wait list system is ongoing.

IV. Attleboro Housing Authority Tenants Association.

- 1. Hillcrest Oaks and 705 Family Sites Tenant Association. President Portia Gray-Goffigan talked about her concerns with preventative maintenance coding. The Executive Director stated that the preventative maintenance plan is new and the Authority has not begun fully utilizing it. The Executive Director stated that once the Authority begins utilizing the plan tasks will be easily identifiable if they are not completed.

President Gray-Goffigan stated that she had some concerns about the negative attitudes of the new maintenance staff. Commissioner Jo-Ann Vaughn agreed with Portia and stated she had heard the same concerns from residents at Maple Terrace.

V. Old Business.

VI. New Business.

- 1. The next regular scheduled meeting of the Board of Commissioners will be the held on October 24, 2019.
- 2. Commissioner Charles Caron stated that he thought the Commissioners should do an annual Board Retreat to discuss goals for the Authority and to get training for the Commissioners.
- 3. The Board of Commissioners will have a Special Meeting to work on the Executive Director's evaluation on October 15, 2019 at 5:30 p.m. in the Administrative offices.

VII. Open Comments.

1. Residents. Brian Bonjokian stated that during the micro burst from last month the building lost power but the generator never kicked on. The Executive Director stated he would talk to the Maintenance Director about it. Brian also asked for the location of the second elevator placement. The Executive Director stated he would find out and reach out to Brian.

A River Court resident asked if there is anything in the future about a heating upgrade in the building. The Executive Director stated that the heating would be upgraded as part of the geothermal job along with the elevator.

A River Court resident asked if the Authority had a plan for snow removal. The resident stated that the maintenance department only makes one swipe through the middle of the parking lot and then doesn't come back. The Executive Director stated that he would be looking into Snow Removal with the Maintenance Director mid to late October for the upcoming winter season plan.

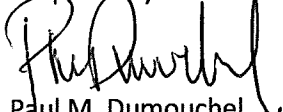
A River Court resident was concerned about the trash that is being left around the benches and in the parking lots and asked that the Authority pick them up. The Executive Director stated that he would talk to Maintenance about it.

A River Court resident stated that the landscapers are doing a horrible job and that they don't pick up branches from the trees.

2. Public – No comments.
3. Press – None in attendance.
4. Motion to Adjourn

Charles Caron made a motion to adjourn the meeting at 7:11 p.m. Jo-Ann Vaughn seconded the motion. Voted 5 – 0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director