

Attleboro Housing Authority  
Minutes  
October 24, 2019

A regular meeting of the Attleboro Housing Authority was held on Thursday, October 24, 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, Kathleen Park, Jo-Ann Vaughn and Charles Caron

Absent: Kathy Davis

I. Approval of Minutes September 26, 2019.

Charles Caron made a motion to approve the minutes of September 26, 2019 as presented. Kathleen Park seconded the motion. Voted 4 – 0.

II. Approval of Warrant #328.

Kathleen Park made a motion to approve Warrant #328 as presented. Charles Caron seconded the motion. Voted 4 - 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 September 30, 2019. The Executive Director added that the Tenant Selector has leased up 3 units since the last Board meeting.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending September 30, 2019.
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 September 30, 2019. Charles Caron commented on completion times of a work order. The Executive Director stated that the work order may not have been entered into the system in a timely fashion. A weekly report is being generated and reviewed to assure we are completing work orders in a timely fashion.
4. *Family Self-Sufficiency Report.* The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report for the period ending September 30, 2019.
5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending September 30, 2019.

6. *Emergency and Capital Improvement Projects.*

- A. River Court Apts. #016124 Second Elevator Initiative. The second construction meeting was held on site on October 8, 2019. The discussion centered on relocation of the laundry facilities. There was also discussion on the construction and delivery of a tentative schedule. The next construction meeting will be held on October 29, 2019 at River Court in the Community Room. The Executive Director stated that tenants are more than welcome to join the meeting. A River Court tenant asked where the new laundry facilities would be located. The Executive Director responded that he believed it would be located just behind the kitchen in the Community Room.
- B. Emergency Generator #016146. MacRitchie Engineering was selected as the project engineer. This project is presently out to bid. The contractor walk-through occurred on October 17, 2019. The bids are due on October 24, 2019.
- C. George Street Kitchen Project #016127. This project is complete and waiting on the Certificate of Final Completion.
- D. Maple Terrace Kitchen Modification (667) #016148. The schematic design for Phase 2 has been submitted. A random asbestos testing was done on October 21, 2019.
- E. Exterior Door Replacement (7085) #016149. The DHCD has approved the fee proposal submitted by Strelakovsky Architecture. The schematic design is due this week and we are waiting for the confirmation of submission.
- F. 17 Peck Street Exterior Painting and Trim Replacements (689) #016153. Awaiting DHCD approval for permission to put this job out to bid.

7. *Management – Other.*

- A. Dan Robillard, the Fee Accountant from MILNE, SHAW & ROBILLARD, P.C. reviewed the FY2020 Budget. The total revenue for fiscal year ending 6/30/2020 is \$3,184,944.00, the total expenses for the fiscal year ending 6/30/2020 is \$3,027,433.00, and the total subsidy for fiscal year ending 6/30/2020 is \$937,931.00. The Fee Accountant added that there will be a 10% increase from the state for subsidy. Attleboro Housing Authority will also receive \$5,000 toward technology upgrades.

I, Kathleen Park move that the proposed Operating Budget for State-Aided Housing of the Attleboro Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 689-c for fiscal year ending 6/30/2020 showing total revenue of \$71,873 (Acct. No. 3000) and Total Expenses of \$71,936 (Acct. No. 400) thereby requesting a subsidy of \$0 (Acct. No. 3801), and further that the Executive Director's total annual salary up to \$118,345 for fiscal year ending 9/30/2020 be submitted to the

Department of Housing and Community Development for its review and approval. Jo Ann Vaughn seconded the motion. Voted 4 – 0.

I, Charles Caron move that the proposed Operating Budget for State-Aided Housing of the Attleboro Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 400-1 for fiscal year ending 6/30/2020 showing a revenue of \$3,086,671 (Acct. No. 3000) and Total Expenses of \$2,928,071 (Acct. No. 4000) thereby requesting a subsidy of \$937,931 (Acct. No. 3801), and further that the Executive Director's annual salary up to \$118,345 for fiscal year ending 9/30/2020 be submitted to the Department of Housing and Community Development for its review and approval. Kathleen Park seconded the motion. Voted 4 – 0.

I, Kathleen Park move that the proposed Operating Budget for State-Aided Housing of the Attleboro Housing Authority (Chapter 200/667/689/MRVP), Program Number MRV-P for fiscal year ending 6/30/2020 showing total revenue of \$26,400 (Acct. No. 3000) and Total Expenses of \$27,426 (Acct. No. 4000) thereby requesting a subsidy of \$0 (Acct. No. 3801), and further that the Executive Director's total annual salary up to \$118,345 for fiscal year ending 9/30/2020 be submitted to the Department of Housing and Community Development for its review and approval. Charles Caron seconded the motion. Voted 4 – 0.

The contract for accounting services between Attleboro Housing Authority and Milne, Shaw and Robillard was due for renewal in July, 2019.

Jo Ann Vaughn made a motion to approve the contract renewal between Attleboro Housing Authority and Milne, Shaw and Robillard. Kathleen Park seconded the motion. Voted 4 – 0.

B. Follow up on items from the September 26, 2019 meeting:

- In early November maintenance will hold a meeting to discuss a snow removal strategy.
- The new location of the second elevator will be behind the existing elevator in the trash storage room on each floor.
- Maintenance has been informed about the trash being left in the parking lots and around the benches. They will be more attuned to cleaning those areas up when working on the property.
- The feedback on the performance of the landscapers has been conveyed. A River Court tenant mentioned that the landscapers are not removing leaves from the property. They are blowing them up against the fence. The Executive Director stated that he will call them and ask them to return and remove the leaves.

C. Public Housing Notices

The Executive Director reviewed Public Housing notices with the Board of Directors.

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.

1. The Board Retreat. The Executive Director has four qualified individuals to oversee a Board Retreat. The Board needs to discuss specifics on how they want to proceed. Kathleen Park asked what are the goals of holding a Board Retreat. The Executive Director stated; creating a mission statement, strategic planning for the future of the AHA and Board Member responsibilities. The Board Members will discuss the Board Retreat and let the Executive Director know how they want to proceed at a future meeting.

VI. New Business.

1. The next regular scheduled meeting of the Board of Commissioners will be held on December 5, 2019.

VII. Open Comments.

1. Tenants.

A River Court tenant asked if it would be possible to have a tree company assess the trees over the parking lot. During the last storm her car was damaged by falling trees. The Executive Director will contact a company to come assess what trees may need to be removed.

A River Court tenant asked if there was a possibility of banning retractable leashes on dogs residing at River Court. If the owner cannot control an aggressive dog it increases the possibility of other dogs being attacked. The Executive Director will check the town ordinances to see if there any reference to leash lengths.

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

2. Motion to Adjourn

Charles Caron made a motion to adjourn the meeting at 7:21 p.m. Kathleen Park seconded the motion. Voted 4 – 0.

Respectfully submitted,



Paul M. Dumouchel  
Executive Director