

Attleboro Housing Authority
Minutes
December 5, 2019

A regular meeting of the Attleboro Housing Authority was held on Thursday, December 5, 2019 at the River Court Community Room located at 4 Hodges Street, Attleboro, MA. Chairperson Narvy Kes-DesLauriers called the meeting to order at 5:52 p.m.

Present: Narvy Kes-DesLauriers, Kathy Davis and Charles Caron

Absent: Jo-Ann Vaughn and Kathleen Park

I. Approval of Minutes October 24, 2019.

Charles Caron made a motion to approve the minutes of October 24, 2019 as presented. Kathleen Davis seconded the motion. Voted 3 – 0.

II. Approval of Warrant #329.

Charles Caron made a motion to approve Warrant #329 as presented. Kathleen Davis seconded the motion. Voted 3 - 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 October 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 October 31, 2019.
3. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending October 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 October 31, 2019.
5. *Family Self-Sufficiency Report.* The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report for the period ending October 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 October 31, 2019.
7. *Emergency and Capital Improvement Projects.*
 - A. River Court Apts. #016124 Second Elevator Initiative. Clerk of the Works, John Donato provided a report about what is going on with this project. The contractor JJ

Cardosi provided a schedule for the upcoming project. The Executive Director will be reaching out to the Sun Chronicle for an article about the energy efficiency initiatives. The program is a test case. There will be a construction meeting every Tuesday morning but there was not one this week because of the weather.

B. Emergency Generator #016146.

Kathy Davis made a motion to affirm the prior decision to accept the lowest responsible bidder Laracy Electrical Contractors. Charles Caron seconded the motion. Voted 3 – 0.

C. George Street Kitchen Project #016127. Charles Caron made a motion to approve the Certificate of Final Completion and authorize the contract officer to sign the document. Kathy Davis seconded the motion. Voted 3 – 0.

D. Maple Terrace Kitchen Modification (667) #016148. The Executive Director reported that the schematic design for Phase 2 has been approved. The Executive Director also reported that due to funding constraints, Phase 2 will include 21 kitchens with the potential of 2 or 3 additional alternates.

E. Exterior Door Replacement (7085) #016149. The Executive Director reported that the schematic design has been submitted to DHCD.

F. 17 Peck Street Exterior Painting and Trim Replacements (689) #016153. The Executive Director reported that a decision was made in consultation with the architect to delay bidding until February.

8. *Management – Other*

A. Follow up on items from the October 24, 2019 meeting:

- The landscape company was informed of resident feedback concerning the removal of leaves.
- There is no city regulation pertaining to the length of dog leashes. Charles Caron stated that the Authority should look into the addition of this language

B. Public Housing Notices. The Executive Director provided Public Housing Notice 2019-25 and 2019-26 2019-27 to the Board of Commissioners.

C. Housing Choice Voucher Payment Standards. The Executive Director reported that the Deputy Director in collaboration with our federal consultant reviewed the Fair Market Rents and determined that due to minimal increases that the payment standards should stay at last year's levels.

software will better suit the maintenance work order and inspection system. Ms. Gray-Goffigan reported that a resident called the office to report that the smoke detector in her unit was going off at 4am but had decided to wait till the next morning and the person asked if it was an emergency. Ms. Gray-Goffigan asked why the office staff is asking if it is an emergency and are we not training the employees properly. The Executive Director stated he would look into the incident. Ms. Gray-Goffigan stated that Hanish Road was well taken care of after the last snow storm and that Steve Johnson did a good job.

VI. Old Business.

VII. New Business.

1. Executive Director's performance review completed
2. Board Retreat feedback from the Board, revisit after the holidays.
3. The next regular scheduled meeting of the Board of Commissioners will be the held on January 23, 2020.

VIII. Open Comments.

1. Tenants. River Court resident asked if they no longer had security in the building. The Executive Director stated that the security is suspended for the time being. The Executive Director asked if residents would reach out if there is an incident, see something say something. A different River Court resident asked why the Authority didn't just put cameras on the entrances. The Executive Director explained that the Authority was looking into it.

Brian Bonjokian, River Court resident asked if they are doing any modernization work in the interior units. The Executive Director stated that work will only be conducted in the hallways in the near future. The Executive Director stated that they are using the vacant unit as the test unit.

A River Court resident asked if the ice melt was pet friendly. A different resident stated that Jim Feyler, Maintenance Director said that it was pet friendly.

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

IX. Motion to Enter into Executive Session

Kathy Davis made a motion to enter into executive session for the purpose of discussing personnel matters. Charles Caron seconded the motion. Roll Call Vote 3 Ayes – 0 Nays.

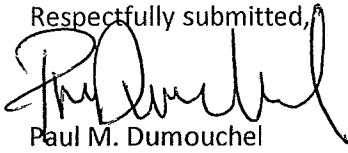
X. Make a motion to enter into Open session

Charles Caron made a motion to enter into open session for the sole purpose of adjournment at 7:18 p.m. Kathy Davis seconded the motion. Voted 3 – 0.

XI. Motion to Adjourn

Charles Caron made a motion to adjourn the meeting at 7:19 p.m. Kathy Davis seconded the motion. Voted 3 – 0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul M. Dumouchel". The signature is fluid and cursive, with a large initial "P" and "D".

Paul M. Dumouchel
Executive Director