

Attleboro Housing Authority  
Minutes  
March 23, 2023

A regular meeting of the Attleboro Housing Authority was held on Thursday, March 23, 2023 in the River Court Community room, 4 Hodges Street. Vice Chair Narvy Kes-DesLauriers called the meeting to order at 5:45 PM.

Present: Kathleen Park (attended the meeting via phone), Narvy Kes-DesLauriers and Steven DuPlessie

Absent: Jo-Ann Vaughn

I. Approval of Minutes January 26, 2023.

Commissioner DuPlessie made a motion to approve minutes of January 26, 2023 as presented. Commissioner Park seconded the motion. Approved 3-0.

II. Approval of Warrant #368

Commissioner Park made a motion to approve Warrant #368 and the addendum as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

Approval of Warrant #369.

Commissioner Park made a motion to approve Warrant #369 and the addendum as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

III. Executive Director Report.

1. *Financial Statement.* The Executive Director reviewed the Monthly Financial Statements for the periods ending January 31, 2023 and February 28, 2023.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the periods ending January 31, 2023 and February 28, 2023. He stated that we presently have 8 vacancies in the portfolio.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for periods ending January 31, 2023 and February 28, 2023. He stated that progress is slow and incremental towards emerging from the end of the SHERA program.
4. *Family Self Sufficiency Report.* The Executive Director reviewed with the Board of Commissioner's the Family Self Sufficiency report for the periods ending January 31, 2023 and February 28, 2023.
5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioner's the Resident Services Coordinator report for the periods ending January 31, 2023 and February 28, 2023. The Executive Director stated that Regional HUD Director Joan Matias will be visiting the Attleboro Housing Authority on June 7, 2023 to meet with staff and visit with some FSS participants.

IV. Emergency and Capital Improvement Projects

- A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative.  
The Executive Director provided an updated Master Schedule. The contractor is working on punch-list items that the architect had identified. The Executive Director presented change order #12 to the Board for consideration. There were five (5) areas addressed in this change order totaling \$15,700.81

Commissioner DuPlessie made a motion to approve change order #12 in the amount of \$15,700.81. Commissioner Park seconded the motion. Approved 3-0.

- B. Kitchen Upgrade (689 sites).  
The bids for this work came back on 3-22-2023. The architect is in the process of checking references. The low bidder was identified as Maxi Clean Inc. of Providence. The Board decided to approve entering into a contract at the April Board meeting.
- C. Interior Painting (689 sites) #016170.  
The Executive Director did not provide any updates.
- D. Retaining Wall Survey (200-Hillcrest Oaks Family) #016717.  
The Executive Director stated that Ben Oxender of DHCD visited the property to walk the site and examine areas of concern on the walkway and retaining walls. Pictures were taken and Oxender stated he would get back to use shortly.
- E. Exterior Siding Phase 1 (667-Brookside) #016172.  
The Executive Director stated that construction documents for this project will be completed within four (4) weeks.

*Management – Other.*

- A. Review of Federal Audit.  
Timothy Marciante and David Kane from Marcum, LLC were present to report the results of the Annual Federal Audit. There were no findings. The Executive Director commended Deputy Director Christina Harnois, Finance Director Diane Raposa and Leased Housing Specialist Daisy Dalomba for all their work on the Federal programs.
- B. Attleboro Housing Authority Annual Plan.  
The Executive Director reported that the Annual Plan had been prepared and rolled out per the required schedule. The plan was reviewed by the LTO and presented at a Public Hearing, where there were no comments.

Commissioner Park made a motion to approve the Annual Plan as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

- C. Wage Match.  
The Executive Director included the Wage Match Program letter from the State of Massachusetts in the board packet.

Commissioner DuPlessie made a motion to acknowledge the receipt and understanding of the Massachusetts Wage Match Program. Commissioner Park seconded the motion. Approved 3-0.

D. Upcoming Board Meetings.

- Next Board Meeting April 27, 2023.

III. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. No Report.

IV. Old Business.

- Vice Chair Kes-DesLauriers inquired about the status of the rodent problem that residents complained about. The Executive Director stated that due to the much warmer than usual winter, rodents have a more favorable environment to breed. The AHA exterminator visits every two weeks to address units that have reported a problem, as well as to bait all dumpsters and any holes in the ground.
- Commissioner DuPlessie inquired as to the status of the State appointed Board Member. The Executive Director expressed frustration that the process was taking as long as it has. The Baker team had interviewed two candidates but did not make an appointment. Efforts to follow up on the status by Representative Jim Hawkins yielded no new information. The Executive Director has asked DHCD to move the process along.

V. New Business.

None.

VI. Open Comments.

1. Tenants –

- A River Court tenant reported that another tenants dog was urinating in the elevator. The Executive Director responded that he would address the matter with the tenant.
- A River Court tenant inquired why some tenants were being asked to supply a whole year of bank statements. The Executive Director stated that usually it is only 1 month of a complete bank statement, but if that 1 statement yields additional questions, the AHA does have the right to request additional information.
- A River Court tenant wanted to know if the city nurse would be returning to the property monthly to perform health screenings as was done before. The Executive Director said he would look into this with the Resident Services Coordinator.
- A River Court tenant questioned if there was a specific amount of medical deductions that had to be reached before there was any measurable effect on a rent recertification. The Executive Director stated that he would inquire with the Housing Specialist and get back to him.
- A River Court tenant reported on the condition and status of the Handicapped signs.
- A River Court tenant reported that the timer on the exterior lights had to be checked due to daylight savings time beginning again.

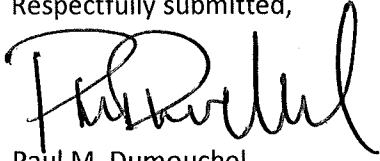
2. Public – None in attendance.

3. Press – None in attendance.

4. Motion to Adjourn

Commissioner DuPlessie made a motion to adjourn the meeting at 6:42 PM. Commissioner Park seconded the motion. Voted 4-0.

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