

Attleboro Housing Authority  
Minutes  
June 23, 2022

A regular meeting of the Attleboro Housing Authority was held on Thursday, June 23, 2022 virtually via Go To Meeting. Chairperson Kathleen Park called the meeting to order at 5:46 PM.

Present: Narvy Kes-DesLauriers, Kathleen Park, JoAnn Vaughn, and Steven DuPlessie

Absent: None

I. Approval of Minutes May 26, 2022.

Commissioner Kes-DesLauriers made a motion to approve minutes of May 26, 2022 as presented. Commissioner DuPlessie seconded the motion. Approved 4-0.

II. Approval of Warrant #360.

Commissioner DuPlessie made a motion to approve Warrant #360 and the addendum as presented. Commissioner Kes-DesLauriers seconded the motion. Approved 4-0.

III. Executive Directors Report.

1. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Monthly financial statements for the period ending May 31, 2022. The Executive Director stated that we are approaching the end of the fiscal year and administrative expenses are running below budget. The contract expenses are over budget due to increased costs on materials and supplies and unit turnovers.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending May 31, 2022. The Executive Director stated that the Tenant Selector has made 9 units offers. The AHA occupancy rate is at 96% at this time.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending in May 31, 2022.
4. *Family Self Sufficiency Report.* The Executive Director reviewed with the Board of Commissioner's the Family Self Sufficiency report for the period ending May 31, 2022.
5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioner's the Resident Services Coordinator report for the period ending May 31, 2022. The Attleboro Recreation Department is offering pool passes to the younger tenants at the family sites.

IV. *Emergency and Capital Improvement Projects*

- A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative. The Executive Director stated that the Massachusetts Clean Energy Center is going to be giving AHA a grant of \$175,000 in the fall as a result of this clean energy project. The Department of Energy Resources is also providing a grant of \$225,000 for the installation of the water source heat pumps that have been installed. The two week look ahead was provided.
- B. Fire Alarm Panel Replacement (667) #016163. The Executive Director stated that Laracy Electric is still awaiting the arrival of items that have been ordered but have not been received to date due to supply chain issues.
- C. Kitchen Upgrade (689 sites). The Executive Director stated he is awaiting a scope of work which will officially begin the project.

The Executive Director stated that DHCD has assigned project numbers for the following projects and he will report further once work begins on these projects:

- D. Interior Painting (689 sites) #016170
- E. Retaining Wall Survey (200-Hillcrest Oaks Family) #016171
- F. Exterior Siding Phase 1 (667-Brookside) #016172. The Executive Director stated that AHA is utilizing ARPA funding for this project.

*Management – Other.*

- A. Public Housing Notices  
The Executive Director reviewed with the Board of Commissioners the recent Public Housing Notices.
- B. Fair Housing Marketing Plan.  
The Executive Director stated that the Fair Housing Marketing Plan was included in your board packet and has been prepared by Attorney Manette Donovan. DHCD is requiring that LHA's have a Fair Housing Marketing Plan to compare resident populations with city population and MSA population. If the deviation is short by more than 1% that population will then need to be marketed to meet the percentage criteria of applicants being offered housing. This does not guarantee that the minority will be housed. DHCD has a July 1, 2022 deadline to submit the required Board policy.

Commissioner Vaughn made a motion to approve the Fair Housing Marketing Plan as presented. Commissioner DuPlessie seconded the motion. Approved 4-0.

C. Smoke Free Community.

The Executive Director stated the smoking surveys have been mailed to all AHA tenants. We are gathering responses and will report to you at the July meeting.

D. Regional Capital Assistance Team.

The Executive Director stated the Advisory Board meeting is scheduled for June 29, 2022. If you would like to attend the Executive Director will provide the link.

E. Personnel.

- The Public Housing Specialist position remains vacant. The Executive Director has reached out to Wheaton College to inquire about summer internships.
- Congratulations to Jim Feyler, Maintenance Director for obtaining technician certification through MAHAMS.

F. Staff Training.

- The Executive Director stated that the New England Board of Facilities Managers meeting will be held on Wednesday, June 15, 2022 and the Maintenance Director attended.
- The Executive Director and Melanie Soullier attended a PMR updates webinar on June 14, 2022. Melanie is also attending the Massachusetts Public Housing Manager certification curriculum.

G. Upcoming Board Meetings.

- Thursday, July 28, 2022

J. Miscellaneous.

- Go To Meeting costs were originally covered by DHCD through COVID 19. DHCD is no longer covering that cost. AHA will cover the cost for another year of Go To Meeting so meetings can continue to be held virtually.
- Board Vacancy Update. The Executive Director stated that there have been two applications submitted for appointment. The Governor's Board Office will reach out to the applicants and interview them and then reach a decision.
- Leo P. Dauwer Memorial Commissioner Conference. The Executive Director stated information is included in your Board packet. If you are interested in attending, please reach out to the Executive Director to make arrangements.

V. Attleboro Housing Authority Tenants Association.

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

VI. Old Business.

None.

VII. New Business.

1. The election of officers was held. The positions are as follows:

- Kathleen Park – Chair
- Narvy Kes-Des Lauriers – Vice Chair
- Jo Ann Vaughn – Treasurer
- Steve DuPlessie – Commissioner

Commissioner Kes-Des Lauriers exited the meeting at 6:30 p.m.

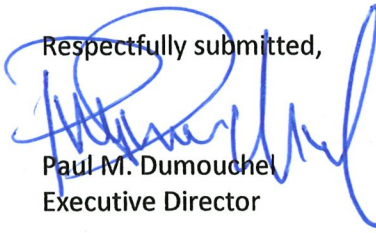
VIII. Open Comments.

1. Tenants – None in attendance.
2. Public – None in attendance.
3. Press – None in attendance.
4. Motion to Adjourn

Commissioner DuPlessie made a motion to adjourn the meeting at 6:37 PM.

Commissioner Vaughn seconded the motion. Voted 3-0.

Respectfully submitted,

  
Paul M. Dumouchel  
Executive Director