

Attleboro Housing Authority
Minutes
January 27, 2022

A regular meeting of the Attleboro Housing Authority was held on Thursday, January 27, 2022 virtually via Go To Meeting. Chairperson Kathy Davis called the meeting to order at 5:45 PM.

Present: Kathy Davis, Narvy Kes-DesLauriers, and Steven DuPlessie

Absent: Kathleen Park and Jo-Ann Vaughn

I. Approval of Minutes December 2, 2021.

Commissioner Kes-DesLauriers made a motion to approve minutes of December 2, 2022 as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

II. Approval of Warrant #354.

Commissioner Kes-DesLauriers made a motion to approve Warrant #354 as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

III. Executive Directors Report.

1. *Fiscal Year End Financial Audit 2021.* Michael Guyder from Marcum LLC stated that the Fiscal Year End Audit ending June 30, 2021 was rated as qualified due to the lack of an 805 report or the schedule of net pension liability. The Executive Director stated that he has previously requested the 805 report from the Attleboro Retirement System. They will not create a report for one segment of the retirement system and it would be a significant expense. There were no findings or matters of non-compliance other than the 805 report.
2. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Monthly and Quarterly Financial statements for the period ending December 31, 2021. Due to the warmer temperatures the utilities are running at 63 percent of budget. The Executive Director stated that to date we have collected approximately \$96,000 in rent arrears from the SHERA program. Maintenance contract costs are running 120 percent to budget and the Authority has been advised spending be scaled back to emergency situations only until the end of the fiscal year on this line item.
3. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending December 31, 2021. The Executive Director stated that the occupancy rate is at 95% with 24 vacant units at this time.
4. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending in December 31, 2021.
5. *Housing Specialist Report.* The Executive Director reviewed with the Board of Commissioner's the Housing Specialist report for period ending in December 31, 2021.
6. *Work Order Report.* The Executive Director reviewed with the Board of Commissioner's the Work Order report for the period ending December 31, 2021.

7. *Family Self Sufficiency Report.* The Executive Director reviewed with the Board of Commissioner's the Family Self Sufficiently report for the period ending December 31, 2021.

IV. *Emergency and Capital Improvement Projects*

- A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative Included in the board packet was an updated master schedule. The Executive Director stated that Monday, April 25, 2022 is the scheduled end date for this project tentatively. The Executive Director included a letter from the architect with a time order adjustment for this project, change order #9 adding 242 calendar days onto the completion of this project timeline.

Commissioner DuPlessie made a motion to approve Change Order #9 adding 242 calendar days to the completion of Project #016124. Commissioner Kes-Des Lauriers seconded the motion. Approved 3-0.

- B. Maple Terrace Kitchen Modification (667) #016148. The Executive Director stated the certificate of final completion for Phase 2 of the Maple Terrace Kitchen Modification was included in the board packet.

Commissioner Kes-Des Lauriers made a motion to approve final completion on the Maple Terrace Kitchen Modification Project #016148. Commissioner DuPlessie seconded the motion. Approved 3-0.

- C. Fire Alarm Panel Replacement (667) #016163. The Executive Director stated that work began on January 11, 2022. Laracy Electric is entering all units to connect the wiring which is scheduled to be completed by the middle to the end of March.

- D. Exterior Door Replacement (689 sites). CCBC, the non-profit that operates the Group homes, requested that kitchen updates to both 17 Peck Street and 91 George Street be performed. The Executive Director stated that in order to do this the exterior door project would need to be delayed. They agreed. A revision to the Capital Improvement Plan has been submitted and is pending with DHCD.

Management – Other.

- A. Public Housing Notices

The Executive Director reviewed with the Board of Commissioners the recent Public Housing Notices.

- B. Board Retreat – Strategic Planning.

The Executive Director stated that dates, venue and topics will need to be discussed. The Executive Director has reached out to various consultants in search of someone to facilitate the board retreat.

- C. HUD Payment Standards Adjustment.

The Executive Director stated that on January 13, 2022 an email was sent to each Board Member explaining the difficulty of applicants under the Housing Choice Voucher Program finding affordable apartments. HUD has granted LHAs the option

of updating payment standards a second time; therefor AHA suggested that the payment standard be raised from 110% to 120% of the area median, increasing the amount the Housing Authority pays the landlord and decreasing the payment due by the applicant enabling them to more readily find an apartment.

Commissioner DuPlessie made a motion to affirm the January 13, 2022 Board approved raising the payment standard from 110% of fair market rent to 120% of fair market rent. Commissioner Kes-Des Lauriers seconded the motion. Approved 3-0.

D. Policy Updates.

A final draft of the Reasonable Accommodation Policy was included in board packets.

Commissioner Kes-Des Lauriers made a motion to approve the Reasonable Accommodation Policy as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

A final draft of the modified Purchase Order Policy was included in board packets.

Commissioner Kes-Des Lauriers made a motion to approve the Purchase Order Policy as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

E. Formula Funding.

A letter from DHCD stating the amount awarded to AHA for state funding in the amount of \$343,000 for fiscal year 2025 was included in board packets. The Executive Director stated that he applied for and was granted \$65,000 in asbestos remediation at Brookside for the alarm project. This brings the total award to \$408,155.00.

Commissioner Kes-Des Lauriers made a motion to approve amendment 14 to the contract for financial assistance in the amount of \$408,155.00. Commissioner DuPlessie seconded the motion. Approved 3-0.

F. ARPA/Build Back Better Legislation.

ARPA public housing authorities have received \$150 million dollars in ARPA funding. There will be a supplemental formula funding award that will be the average of our usual funding award. It should be issued in the coming months for use on different projects.

The Build Back Better Legislation is a more expansive attempt to obtain funding for various needs (housing, infrastructure programs, etc.). Currently this bill is stalled in the U.S. Senate.

G. Capital Needs Assessment.

Included in your board packet are the results of the housing needs assessment conducted at Brookside. The purpose of the assessment is to report to the state and public officials the repairs and funding needed in public housing.

H. Annual Plan Update.

The Executive Director has been working with Cybersense and the Regional Capital Assistance Teams on the data entry. The next step will be sending a draft of the

Annual Plan to the LTO and the Board members as soon as it is finalized. There is a draft copy of the Annual Plan on the website if you would like to view it prior to receiving it via email.

I. Board of Commissioner Term.

The Executive Director stated that Commissioner Vaughn's term is expiring on February 28, 2022. The Executive Director confirmed that Commissioner Vaughn would like to be re-appointed to serve another five-year term. The Executive Director has contacted Mayor Heroux stating that Commissioner Vaughn would like to be re-appointed. The LTO President will be contacting the Mayor suggesting names of tenants to be considered for appointment for the Commissioner seat on the AHA Board.

J. Personnel.

Charles Cooper has joined the Maintenance staff. Maintenance is now at full staff capacity.

K. Staff Training.

The Executive Director stated that he has reached out to Attorney Manette Donovan in regards to a Customer Service/Sensitivity Training for all staff members.

L. COVID Update.

The Omicron surge has affected the staff and tenants. The staff are wearing masks in the office at all times. There were 4 employees that tested positive, 2 of the 4 employees had symptoms. The Executive Director stated that he extended the closing of the office to the public. The office will reopen to the public on Monday, February 14, 2022.

M. Upcoming Board Meetings.

The next board meetings will be on Thursday, February 24, 2022 and Thursday, March 24, 2022.

V. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. President Portia Gray-Goffigan stated that the previous work order report detail is preferred over the current report that is being generated. President Portia Gray-Goffigan suggested the idea that Board members attend the staff training on Customer Services/Sensitivity. The Board members will discuss the possibility once the date has been set. President Portia Gray-Goffigan asked the Executive Director if the authority has realized any savings in heating costs this winter. The Executive Director responded in the affirmative.

VI. Old Business.

1. By-Laws Revisions. In light of the absence of two Board members, Commissioner DuPlessie suggested this be postponed until the next meeting.

VII. New Business.

None.

VIII. Open Comments.

1. Tenants – None in attendance.

2. Public – None in attendance.

3. Press – None in attendance.

4. Motion to Adjourn

Commissioner Kes-DesLauriers made a motion to adjourn the meeting at 6:54 PM.

Commissioner Park seconded the motion. Voted 3-0.

Respectfully submitted,

Paul M. Dumouchel

Executive Director