

Attleboro Housing Authority  
Minutes  
February 24, 2022

A regular meeting of the Attleboro Housing Authority was held on Thursday, February 24, 2022 virtually via Go To Meeting. Chairperson Kathy Davis called the meeting to order at 5:45 PM.

Present: Kathy Davis, Narvy Kes-DesLauriers, Kathleen Park, JoAnn Vaughn and Steven DuPlessie (Commissioner DuPlessie entered the meeting virtually at 5:48 PM)

Absent: None

I. Approval of Minutes January 27, 2022.

Commissioner Kes-DesLauriers made a motion to approve minutes of January 27, 2022 as presented. Commissioner Vaughn seconded the motion. Approved 4-0.

II. Approval of Warrant #355.

Commissioner Kes-DesLauriers made a motion to approve Warrant #355 as presented. Commissioner DuPlessie seconded the motion. Approved 4-0.

Approval of Warrant #356.

Commissioner Kes-DesLauriers made a motion to approve Warrant #356 as presented. Commissioner Vaughn 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 January 31, 2022. Reserves are at 47 percent to budget. Administrative expenses are right on budget at 99 percent to budget. The Executive Director stated that to date we have collected approximately \$117,000 in rent arrears from the SHERA program. Due to Maintenance contract costs running well over budget and the Authority is only securing outside contractors in an emergency situation.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending January 31, 2022.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending in January 31, 2022.
4. *Housing Specialist Report.* The Executive Director reviewed with the Board of Commissioner's the Housing Specialist report for period ending in January 31, 2022.
5. *Work Order Report.* The Executive Director reviewed with the Board of Commissioner's the Work Order report for the period ending January 31, 2022.
6. *Family Self Sufficiency Report.* The Executive Director reviewed with the Board of Commissioner's the Family Self Sufficiently report for the period ending January 31, 2022.

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.
- B. Fire Alarm Panel Replacement (667) #016163. The Executive Director stated an updated from Laracy Electric was included in your board packet.
- C. Exterior Door Replacement (689 sites). The Executive Director stated we are still awaiting state approval to switch the door replacement project to the kitchen renovation project.

*Management – Other.*

- A. Public Housing Notices  
The Executive Director reviewed with the Board of Commissioners the recent Public Housing Notices. The Fair Housing Marketing Plan was included in the notices. DHCD has advised that AHA have a Fair Housing Marketing Plan in place by the end of this fiscal year. The Executive Director will collaborate with the Tenants Association President on the verbiage for a Fair Housing Marketing Plan.
- B. Board Retreat – Strategic Planning.  
The Executive Director he has reached out to number of facilitators. The Executive Director is awaiting the submission of proposals and would like to schedule the board retreat sometime between June through September.
- C. Policy Updates.  
The Executive Director stated included in the board packet the updated Lock Out Policy.  
  
Commissioner Park made a motion to approve the Lock Out Policy as presented. Commissioner Vaughn seconded the motion. Approved 5-0.
- D. Annual Plan Update.  
The Executive Director included the Annual Plan in the board packet. The Annual Plan will need to be approved at the March 24, 2022 meeting. The Public Hearing is scheduled for March 16, 2022.
- E. Personnel.  
The Executive Director stated that one of the Maintenance staff personnel was involved in an accident with the AHA vehicle. There were four cars involved in the accident and fortunately it was another driver at fault. The vehicle has been deemed a total loss by the insurance adjuster. AHA is awaiting final completion of the insurance documents to be processed. The Executive Director will have more detailed information about the replacement cost as opposed to what AHA reimbursed by the insurance company at the next meeting.
- F. Staff Training.  
The Executive Director stated he is coordinating the Customer Service/Sensitivity training with MASSNAHRO and coordinating booking the training by the end of March.
- G. Letter to Retirement Board.

It was recommended by Michael Guyder to send a letter to the Attleboro Retirement Board outlining the information that is needed for the AHA Auditors for their audit. A copy of the letter was included in the board packet.

H. COVID Update.

The office reopened to the public on Monday, February 14, 2022. All those entering who are unvaccinated are encouraged to wear a mask. The state will be sending AHA Covid rapid tests which should arrive by March 10, 2022.

I. Letter from Representative Jake Auchincloss.

The Executive Director stated he received correspondence from Representative Jake Auchincloss in regards to his viewpoints on housing and how vital it is in Massachusetts and throughout the country.

J. Upcoming Board Meetings.

The next board meetings will be on Thursday, March 24, 2022 and Thursday, April 28, 2022. There was discussion amongst the Commissioners whether meetings going forward should be virtual or in person. The Commissioners were in agreement to hold the March meeting virtually and plan to return to in person meetings for the month of April.

V. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association.

None.

VI. Old Business.

1. By-Laws Revisions. Commissioner DuPlessise asked for comments or questions in regards to the By-Law revisions. The Commissioners responded that they were all satisfied with the updated version of the By-Laws.

Commissioner Kes-Des Lauriers made a motion to approve the revised By-Laws as presented. Commissioner Park seconded the motion. Approved 5-0.

VII. New Business.

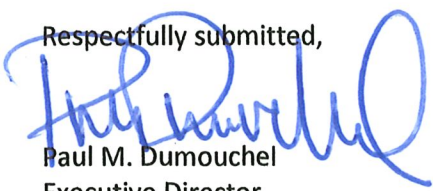
None.

VIII. Open Comments.

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

Commissioner Park made a motion to adjourn the meeting at 6:17 PM. Commissioner Kes-DesLauriers seconded the motion. Voted 5-0.

Respectfully submitted,



Paul M. Dumouchel  
Executive Director