

Attleboro Housing Authority

Minutes

March 24, 2022

A regular meeting of the Attleboro Housing Authority was held on Thursday, March 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

Absent: None

I. Approval of Minutes February 24, 2022.

Commissioner Kes-DesLauriers made a motion to approve minutes of February 24, 2022 as presented. Commissioner Vaughn seconded the motion. Approved 5-0.

II. Approval of Warrant #357.

Commissioner made Kes-DesLauriers a motion to approve Warrant #357 as presented. Commissioner DuPlessie seconded the motion. Approved 5-0.

III. Executive Directors Report.

1. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Monthly Financial statements for the period ending February 28, 2022.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending February 28, 2022. Housing Choice Voucher Program (HCV). The Executive Director stated there are 22 voucher recipients currently searching for apartments. Several voucher holders have secured units. The payment standard was increased in January of 2022. The goal is to secure the limit which is 195 vouchers.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending in February 28, 2022.
4. *Housing Specialist Report.* The Executive Director reviewed with the Board of Commissioner's the Housing Specialist report for period ending in February 28, 2022.
5. *Work Order Report.* The Executive Director reviewed with the Board of Commissioner's the Work Order report for the period ending February 28, 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 February 28, 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 and the two week look ahead. Also included is a justification letter request from JJC Construction for approval of Change Order #10.

Commissioner DuPlessie made a motion to approve Change Order #10 in the amount of \$89292.46 as presented. Commissioner Kes-DesLauriers seconded the motion. Approved 5-0.

- B. Fire Alarm Panel Replacement (667) #016163. The Executive Director stated an update from Laracy Electric was included in your board packet. Laracy is experiencing delivery delays which may extend the two-week completion schedule.
- C. Kitchen Upgrade (689 sites). The Executive Director stated this upgrade has been approved and assigned to the RCAT. AHA is now awaiting the bidding schedule to be released.

Management – Other.

- A. Public Housing Notices
The Executive Director reviewed with the Board of Commissioners the recent Public Housing Notices.
- B. Annual Plan.
The Executive Director stated the Annual Plan is a summary of housing authority operations to include: the Maintenance and Repair Plan, Operating Budget, Policies and PMR narrative and results. It's required to be posted 45 days prior to the Public Hearing. The Annual Plan was advertised starting on January 20th on the website, copies were available in the office, and City Hall received a copy. The Executive Director made a ROBO Call to all residents alerting them of the Annual Plan and how to receive a copy if they wanted one. The Public Hearing was held on March 16, 2022 and one resident was in attendance. The LTO President had several questions in regards to the Preventative Maintenance Plan. After some discussion the Board decided to delay a motion to approve until the Preventative Maintenance Plan was modified.
- C. Grievance Policy.
The Executive Director stated the grievance policy does not contain the verbiage to allow a grievant to appeal a decision made by DHCD directly to the Board. The policy was approved in 2007. The Executive Director would like to propose an update to the Grievance Policy to allow an appeal directly to the Board and comply with State regulations.

Commission Vaughn made a motion to amend the AHA Grievance Policy to include an additional step allowing a grievant to appeal to the Board of Commissioners. Commission Kes-DesLauriers seconded the motion. Approved 5-0.

- C. ARPA.
The Executive Director stated included in the board packet is a letter from DHCD regarding the ARPA funding of \$150,000,000 authorized by the Legislature for public housing. AHA will receive approximately \$300,000 in extra formula funding to be used to move existing or over budget projects forward. DHCD is expecting to receive the funds within the next month.
- D. Housing Choice Voucher Program (HCV).
The Executive Director stated there are 22 voucher recipients currently searching for apartments. Several voucher holders have secured units. The payment standard

was increased in January of 2022 to make it more affordable for people to find suitable units. The goal is to reach our maximum which is 195 vouchers.

E. Personnel.

The Executive Director stated the Public Housing Specialist has accepted a position at the Raynham Housing Authority.

F. Staff Training.

The Sensitivity/Customer Service training has been scheduled for Thursday, April 7th at the Town Tavern and Tap in North Attleboro. All of the AHA and SHA staff will be attending.

G. 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. Moving forward COVID updates will be eliminated unless a major surge arises again.

H. SHERA.

The Executive Director stated the SHERA program will be ending on April 15, 2022. To date AHA has collected 145,200 in rent arrears. Tenants will still be able to apply for RAFT if they are having difficulty paying their rent.

I. Legislative Day.

MassNAHRO, representing all 243 housing authorities for the Commonwealth has requested a budget of \$92,000,000 as opposed to the \$85,000,000 Governor Baker has requested. The Executive Director stated himself and representatives of the North Attleboro and Mansfield Housing Authorities along with Representative Adam Scanlon met to review items on the legislative agenda.

J. Smoke Free.

The Executive Director was contacted by representatives of the Massachusetts Smoke Free Coalition. AHA has not yet adopted a smoke free policy. Commissioner Vaughn discussed the Norton Housing Authority. They have implemented a policy and also provided separate sheltered areas designated for smoking. After some discussion it was decided to move forward working with the Smoke Free Coalition.

H. Upcoming Board Meetings.

The next board meetings will be on Thursday, April 28, 2022 and Thursday, May 6, 2022.

V. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association.

LTO President Portia Gray-Goffigan discussed the Lock- Out Policy and that she discussed with the Executive Director a \$50 lock change charge instead of \$100. The Executive Director stated that was his misunderstanding and that the approval of the policy was with the \$50 charge and the wrong version was sent to the Board and LTO. The Executive Director will send out the corrected policy to all Board Members and the LTO. Commissioner Vaughn and the President of the LTO stated the newer work order report is not useful in keeping up with issues that are reported by the tenants. The Executive Director explained that the new software AHA is using is not correctly formatted for public viewing. It takes an employee one full work day plus to reformat this report on a monthly basis. The Executive Director does not

feel this is a useful use of the employee's time. The employee contacted PHA Web asking if a Board ready work order report is available and was informed PHA Web does not have one. The Executive Director stated he will have the employee research if there is any other way to include the information the LTO President and Commissioner Vaughn are looking for to help with tenant representation.

VI. Old Business.

None.

VII. New Business.

None.

VIII. Open Comments.

1. Tenants –

- a. A Maple Terrace tenant inquired if when they install the new fire lane will they be re-numbering the parking spaces as the previous numbers have faded and tenants are parking in the wrong parking spaces. The Executive Director stated that item is on the agenda once the nice weather is consistent.
- b. A Maple Terrace tenant stated that there is a lot of speeding in the complex and asked if a memo could be sent to residents asking them to please follow the speed limit signs. The Executive Director responded that he has sent memos previously and will do so again. He also added that he has petitioned the City of Attleboro to install a Maple Terrace sign as the road sign at the entrance so as not to confuse new visitors, etc.

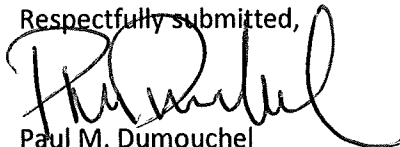
2. Public – None in attendance.

3. Press – None in attendance.

4. Motion to Adjourn

Commissioner Kes-DesLauriers made a motion to adjourn the meeting at 7:29 PM. Commissioner Vaughn seconded the motion. Voted 5-0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director