

Attleboro Housing Authority  
Minutes  
May 26, 2022

A regular meeting of the Attleboro Housing Authority was held on Thursday, May 26, 2022 virtually via Go To Meeting. Chairperson Kathleen Park called the meeting to order at 6:02 PM.

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

Absent: JoAnn Vaughn

I. Approval of Minutes April 28, 2022.

Commissioner Kes-DesLauriers made a motion to approve minutes of April 28, 2022 as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

II. Approval of Warrant #359.

Commissioner Kes-DesLauriers made a motion to approve Warrant #359 as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

III. Executive Directors Report.

1. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Monthly and Quarterly Financial statements for the period ending April 28, 2022. The Executive Director stated that we collected over \$200,000 from the SHERA program. He thanked Melanie Soullier, Administrative Assistant for embracing the program and reaching out to the tenants and applying for rental assistance. The SHERA program has ended after 18 months.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending April 28, 2022. Sheila Paquette, Tenant Selector has leased up 7 units recently. The Executive Director stated that she is doing an excellent job. AHA is at 96% occupancy rate 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 April 28, 2022. Unreported income is being monitored during rent re-certifications and if there is rent arrears due to unreported income tenants can apply to the RAFT program directly.
4. *Family Self Sufficiency Report.* The Executive Director reviewed with the Board of Commissioner's the Family Self Sufficiency report for the period ending April 28, 2022. Tammy Saad, Family Self Sufficiency has attended multiple trainings recently and is doing a good job offering various programs to tenants.
5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioner's the Resident Services Coordinator report for the period ending April 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. The Executive Director stated that David Vincent has been assigned as the new Project Manager, replacing Brian Ross who is retiring.
- B. Fire Alarm Panel Replacement (667) #016163. The Executive Director stated an update from Laracy Electric was included in your board packet. The project is still awaiting the arrival of items that have been ordered but have not been received to date.
- 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

*Management – Other.*

- A. Public Housing Notices  
The Executive Director reviewed with the Board of Commissioners the recent Public Housing Notices.
- B. Uncollectable Write-Offs Fiscal Year 2022.  
The end of the fiscal year is approaching and we have had several vacancies due to evictions, move outs, deaths, etc. of former tenants. There are 24 former elderly tenants owing a total of \$12,127 and 7 former family tenants owing a total of \$8,796. The AHA has made all efforts to collect the past due balances. Any further efforts will cost the AHA more money than will actually be collected in the end.  
  
Commissioner Kes-DesLauriers made a motion to have the Fee Accountant write-off \$20,923.75 in uncollected rental balances. Commissioner DuPlessie seconded the motion. Approved 3-0.
- C. Smoke Free Community.  
The Executive Director is working to get these surveys out ASAP preferably in the next couple of weeks.
- D. Regional Capital Assistance Team Project Manager.  
The Executive Director stated that Greg Casewell is departing the RCAT Team for a position at the Taunton Housing Authority. May Adeniyi has been assigned Attleboro Housing Authority as part of his portfolio.

E. Personnel.

- Monique Tutt will be joining the team as Housing Specialist on June 6, 2022.

F. Staff Training.

- The Executive Director is working on trainings for the Fall season and the focus will be in line with Fair Housing.
- The tenants at River Court and all maintenance staff attended a HVAC/Thermostat training conducted by the contractor who installed the HVAC units.
- MASSNAHRO Spring conference was held on May 22 & 23, 2022 and was very well attended.

G. Upcoming Board Meetings.

- Thursday, June 23, 2022
- Thursday, July 28, 2022

V. Attleboro Housing Authority Tenants Association.

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

VI. Old Business.

None.

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 DuPlessie made DuPlessie a motion to adjourn the meeting at 6:30 PM.  
Commissioner Kes-DesLauriers seconded the motion. Voted 3-0.

Respectfully submitted,

Paul M. Dumouchel  
Executive Director