

Attleboro Housing Authority
Minutes
September 28, 2023

A regular meeting of the Attleboro Housing Authority was held on Thursday, September 28, 2023 in the River Court Community room, 4 Hodges Street. Chair Kathleen Park called the meeting to order at 5:45 PM.

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

Absent: Jo-Ann Vaughn

I. Approval of Minutes August 24, 2023.

Commissioner DuPlessie made a motion to approve minutes of August 24, 2023 as presented. Commissioner Kes-DesLauriers seconded the motion. Approved 3-0.

II. Approval of Warrant #375

Commissioner Kes-DesLauriers made a motion to approve Warrant #375 and the addendum as presented. Commissioner DuPlessie seconded the motion. Approved 3-0.

III. Consideration/Approval of FY2024 Budget.

Fee Accountant Dan Robillard reviewed the FY2024 AHA budget. Highlights include a substantial increase in the ANUEL as well as the decision by EOHLC to allow LHA's to retain 100% of their solar credits. Additionally, proposed administrative salaries are to increase 7%.

Motion 1:

Commissioner DuPlessie made a motion to approve the proposed budget for State Aided Housing of the Attleboro Housing Authority Program #4001 for the Fiscal year ending June 30, 2024 showing total revenue of \$3,405,124.00 and total expenses of \$3,229,124.00 thereby requesting a subsidy of \$968,892.00 and that The Executive Director's total annual salary of \$164,921.00 be submitted to DHCD for review and approval. Commissioner Kes-DesLauriers seconded the motion. Approved 3-0.

Motion 2:

Commissioner DuPlessie made a motion to approve the proposed budget for State Aided Housing of the Attleboro Housing Authority Program #689 for the Fiscal year ending June 30, 2024 showing total revenue of \$71,468.00 and total expenses of \$59,086.00 thereby requesting a subsidy of \$0. Commissioner Kes-DesLauriers seconded the motion. Approved 3-0.

Motion 3:

Commissioner DuPlessie made a motion to approve the proposed budget for State Aided Housing of the Attleboro Housing Authority Program #MRVP for the Fiscal year ending June 30, 2024 showing total revenue of \$38,400.00 and total expenses of \$42,226.00 thereby requesting a subsidy of \$0. Commissioner DuPlessie seconded the motion. Approved 3-0.

Motion 4:

Commissioner Kes-DesLauriers made a motion to approve the Executive Director salary schedule. Commissioner DuPlessie seconded the motion. Approved 3-0.

IV. Executive Director Report.

1. *Financial Statement.* The Fee Accountant reviewed the Operating Statements with the Board. Statements reflect only 2 months of the new Fiscal Year and does not reflect the new budget. Expenses are low as summer is the most inexpensive time of year.
2. *Fee Accountant Contract.* The Executive Director recommended the Board authorize a new contract with Milne, Shaw, Robillard, PC.

Commissioner Kes-DesLauriers made a motion to authorize the Executive Director to enter into a two-year contract with Milne Shaw & Robillard, PC for fee accounting services. Commissioner DuPlessie seconded the motion. Approved 3-0.

3. *Occupancy Report.* The Executive Director reported there are 13 vacant units.
4. *Tenant Accounts Receivable.* No questions from the Board.
5. *Resident Services Coordinator Report.* No questions from the Board.
6. *Family Self Sufficiency Report.* No questions from the Board.
7. *Public Housing Specialist Report.* No questions from the Board.

V. Emergency and Capital Improvement Projects

- A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative. The Executive Director reported they are awaiting substantial completion. The Executive Director stated approval was needed for Change Order #13.

Commissioner DuPlessie made a motion to approve Change Order #13 in the amount of \$33,230.69. Commissioner Kes-DesLauriers seconded the motion. Approved 3-0.

- B. Kitchen Upgrade (689 sites).
Construction has begun at 91 George Street.
- C. Retaining Wall Survey (200-Hillcrest Oaks Family) #016171.
The Executive Director awaiting follow up by EOHLC.
- D. Exterior Siding Phase 1 (667-Brookside) #016172.
The Executive Director stated he is awaiting EOHLC permission to bid.

VI. Management – Other.

- A. Public Housing Notice 2023-17.
The Executive Director reviewed PHN 2023-17 EOHLC Vacancy Initiative. The Executive Director reported that EOHLC is prioritizing vacancies and a push is on to grant LHA's with over 5% vacancy rate additional resources to turn them over faster.

B. Staff Development.

- Mental Health First Aid – A full off-site staff training is being planned for November.

C. Management Agreements.

- Seekonk – Fire in Building 22 – Residents have been relocated and reconstruction work has begun.
- Plainville – Annual Plan Approved – Addressed the Plainville Select Board on 9-25-2023.
- Sharon – Interviews in process for vacant position.

D. Upcoming Board Meetings.

- Next Board Meeting October 26, 2023.

VII. Attleboro Housing Authority Tenants Association.

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

VIII. Old Business.

None.

IX. New Business.

None.

X. Open Comments.

1. Residents –

- A Maple Terrace resident reported that the laundry room lock sometimes doesn't work. Temporary fixes have not been successful by team. The Executive Director stated he will speak to maintenance.
- A Maple Terrace resident reported that there was still no plate on the outlet behind her refrigerator. The Executive Director stated he would speak to maintenance again.
- Continued reports from Maple Terrace resident about speeding through the development.
- An Oakhurst resident requested that the parallel road behind South Avenue off Nickerson should be made into a one way once again. The Executive Director will speak to maintenance.
- Continued rodent problems at Oakhurst.
- An Oakhurst resident reported continued issues with traffic coming in for very quick stops. Potential drug activity. The Executive Director said the police are aware of the situation and are responding accordingly.

2. Public – An Attleboro resident and member of the Human Rights Commission related the difficulty she has been experiencing in trying to get affordable housing. The Executive Director invited her to the office to complete a CHAMP application.

3. Press – None in attendance.

4. Motion to Adjourn

Commissioner DuPlessie made a motion to adjourn the meeting at 7:20 PM. Commissioner Kes-DesLauriers seconded the motion. Approved 3-0.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Paul M. Dumouchel", is written over the printed name and title.

Paul M. Dumouchel
Executive Director