

Attleboro Housing Authority  
Minutes  
January 28, 2021

A regular meeting of the Attleboro Housing Authority was held on Thursday, January 28, 2020 virtually via Go To Meeting. Chairperson Narvy Kes-DesLauriers called the meeting to order at 5:45 PM.

Present: Kathy Davis, Kathleen Park, Narvy Kes-DesLauriers, Jo-Ann Vaughn and Steven DuPlessie

Absent: None

I. Approval of Minutes December 3, 2020.

Commissioner DuPlessie made a motion to approve minutes of December 3, 2020 as presented. Commissioner Davis seconded the motion. Approved 5-0.

Approval of Minutes December 28, 2020.

Commissioner DuPlessie made a motion to approve the minutes of the December 28, 2020 as presented. Commissioner Davis seconded the motion. Approved 5-0.

II. Approval of Warrant #342.

Commissioner Davis made a motion to approve Warrant #342 as presented. Commissioner Vaughn seconded the motion. Approved 5-0.

Approval of Warrant #343.

Commissioner Davis made a motion to approve Warrant #343 as presented. Commissioner Vaughn seconded the motion. Approved 5-0.

III. Executive Director's Report.

1. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Financial Statements for the period ending December 31, 2020.

The Executive Director reviewed with the Board of Commissioners the budget as we are halfway through this fiscal year. DHCD has rescinded the 4% reduction in the ANUEL which will enable us to add back in the Maintenance Mechanic position that was not filled previously. The Executive Director stated that revenues are running at 100% and expenses are at 95%. The operating reserves are high at this time due to reimbursement for COVID expenses.

2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the periods ending November 30, 2020 and December 31, 2020. We currently stand at a 96% occupancy.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the tenants account receivable report for periods ending November 30, 2020 and December 31, 2020.
4. *Work Order Report.* The Executive Director reviewed with the Board the emergency and non-emergency work order report for the periods ending November 30, 2020 and December 31, 2020.

5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending December 31, 2020.
6. *COVID UPDATE.* The Executive Director updated the Board of Commissioners on COVID vaccines. Governor Baker has announced that residents and staff of public and private low-income and affordable senior housing are included in the first tier of Phase 2. The Resident Services Coordinator has reached out to Stop and Shop in an attempt to schedule our elderly tenants for a COVID vaccine clinic. Stop and Shop has indicated a willingness to partner with the Housing Authority once they receive an allotment of vaccines. The Health Department will assist with the vaccine protocols as social distancing needs to be practiced.

The Executive Director informed the Board of Commissioners that the office will return to full operations starting on Tuesday, February 16<sup>th</sup>. All COVID protocols will still be followed and the building is closed to the public unless an appointment is scheduled.

#### IV. *Emergency and Capital Improvement Projects*

- A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative (+016125 Electric Upgrade) (#016145 Removal of underground tank and generator)  
The underground fuel tank removal has been postponed indefinitely. A revised two-week schedule is being distributed to all tenants along with frequent robo calls to keep everyone up to date and informed.

The Executive Director also included a justification letter for your review on change order #4.

Commissioner DuPlessie made a motion to approve the justification letter as submitted for change order #4 as presented. Commissioner Davis seconded the motion. Approved 5-0.

- B. GFI Installation in Bathrooms (667) #016160. Awaiting the approval of the fee proposal from DHCD.
- C. Maple Terrace Kitchen Modification (667) #016148. A pre-construction meeting was held on January 21, 2021.
- D. Fire Alarm Panel Replacement (667) #016159. The work has been completed awaiting the Substantial Completion from the Contractor.
- E. Repave sidewalk sections on Snell and Thatcher Streets (667) #016160. The lowest bidder withdrew from the project. The job will now need to go out to bid again. The Executive Director stated a motion to reject the lowest bidder is needed in order to rebid Project #016160.

Commissioner Vaughn made a motion to reject the lowest bidder on project #016160 as they were unresponsive. Commissioner DuPlessie seconded the motion. Approved 5-0.

*Management – Other.*

A. Public Housing Notices

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

B. Budget Revision – FY21. DHCD has restored the 4% reduction in ANUEL. The budget had been sent out for approval and the Executive Director asked for the budget to be reverted so that he could include the 4% increase in the budget and resubmit.

Commissioner Vaughn made a motion to approve that the proposed operating budget for the State Aided Housing of the Attleboro Housing Authority Chapter 400-1, 689-1 and MRVP for the fiscal year ending June 30, 2021 showing a total revenue of \$3,002,503 and expenses of \$2,0970,503. Commissioner DuPlessie seconded the motion. Approved 5-0

C. New Three Year Management Agreement with Seekonk Housing Authority. The Executive Director proposed a three (3) year extension to the Management Agreement with Seekonk and the Seekonk Board of Commissioners were in favor of the extension.

Commissioner Park made a motion to extend the three (3) Year Management Agreement with the Seekonk Housing Authority. Commissioner Duplessie seconded the motion. Approved 5-0.

D. Anti-Fraternization Policy. DHCD has asked their legal counsel to review the Anti-Fraternization Policy. The Executive Director is still awaiting a response from DHCD.

V. Attleboro Housing Authority Tenants Association.

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

VI. Old Business.

None.

VII. New Business.

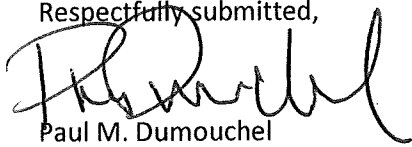
1. Chair Narvy Kes-DesLauriers indicated her intention to step aside from the Chair position for family reasons. The Board performed a re-organization of officers with the results being:
  - Kathy Davis – Chair
  - Kathleen Park – Vice Chair
  - Narvy Kes-DesLauriers – Treasurer
  - Jo Ann Vaughn – Assistant Treasurer
  - Steven DuPlessie – Commissioner
2. The next regular scheduled meeting of the Board of Commissioners will be the held on February 25, 2021.

VIII. Open Comments.

1. Tenants – No Comment.
2. Public – None in attendance.
3. Press – None in attendance.
3. Motion to Adjourn

Commissioner Vaughn made a motion to adjourn the meeting at 6:29 PM. Commissioner Park seconded the motion. Voted 5-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul M. Dumouchel". The signature is written in a cursive, flowing style with a large initial "P".

Paul M. Dumouchel  
Executive Director