

Attleboro Housing Authority
Minutes
June 24, 2021

A regular meeting of the Attleboro Housing Authority was held on Thursday, June 24, 2021 at the Maple Terrace Community Room, 11 Maple Terrace, Attleboro MA. Chairperson Kathy Davis called the meeting to order at 5:49 PM.

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

Absent: None

I. Approval of Minutes May 27, 2021.

Commissioner DuPlessie made a motion to approve minutes of May 27, 2021 as presented. Commissioner Park seconded the motion. Approved 5-0.

II. Approval of Warrant #348.

Commissioner Kes-DesLauriers made a motion to approve Warrant #348 as presented. Commissioner Park seconded the motion. Approved 5-0.

III. Executive Directors Report.

1. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Financial Statements for the period ending May 31, 2021.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending May 31, 2021.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending May 31, 2021. The SHERA program letters have been mailed out to the tenants who qualify for the program.
4. *Work Order Report.* The Executive Director reviewed with the Board of Commissioner's the Work Order report for the period ending May 31, 2021.
5. *Family Self Sufficiently Report.* The Executive Director Reviewed with the Board of Commissioners the Family Self Sufficiently report for period ending May 31, 2021.
6. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending May 31, 2021. The Executive Director stated that the Attleboro Public Library has contacted the AHA in regards to Comcast providing them more hot spots than the library can use. The Director of the Library offered the hot spots to tenants at the AHA if they are interested.
7. *COVID Update.* The office will be re-opening to the public on Tuesday, July 6, 2021. The Authority will require masks when coming into the office if they are not fully vaccinated.

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 Executive Director included an updated report from the Clerk, John Donato and the two week look ahead schedule. Also included was an update from Housing to Home including an upcoming relocation schedule. The project is now in the middle phase and the transition is still running smoothly. The final testing for this project is scheduled for January of 2022.

Project #016145, the removal of the underground tank and generator which has been completed. Additional soil testing is needed which was not included in the original contract at the fee of \$2,493.80.

Commissioner Kes-DesLauriers made a motion to approve the additional soil testing fee of \$2,493.80. Commissioner Davis seconded the motion. Approved 5-0.

- B. GFI Installation in Bathrooms (667) #016160. The Executive Director stated that included in the board packet is the four punch list items which have been completed.

Commissioner Davis made a motion to approve the Final Completion of Project #016160 GFI Installation in Bathrooms. Commissioner DuPlessie seconded the motion. Approved 5-0.

- C. Maple Terrace Kitchen Modification (667) #016148. The cabinet order has been delayed due to supply chain issues.

- D. Fire Alarm Panel Replacement (667) #016159. The Executive Director stated the final completion letter has been received.

Commissioner Davis made a motion to approve final completion on Project #016159 Fire Alarm Panel Replacement. Commissioner Vaughn seconded the motion. Approved 5-0.

- E. Repave sidewalk sections on Snell and Thatcher Streets (667) #016160. The Executive Director included an update from the contractor JR and Sons Construction. The project is progressing very smoothly.

Management – Other.

- A. Public Housing Notices

The Executive Director reviewed with the Board of Commissioners the Public Housing Notices. PHN #10 suggests that LHAs adopt an air conditioner policy. The Executive Director has reached out Rob Garret, DHCD Facilities Management to discuss clarification of egress issues. The AHA is concerned about the comfort level of tenants as well as the financial impact if portable air conditioners need to be purchased. PHN #11 Reviewed protocols on re-opening to the public. AHA will be re-opening to the public on July 6, 2021 and signage will be put up urging the unvaccinated to wear a mask when entering the building.

B. Anti-Fraternization Policy.

The Executive Director stated the policy has been updated to include a mailing address and email address for residents or employees to contact Board Members directly.

Commissioner Davis made a motion to approve the Anti-Fraternization Policy as presented. Commissioner Kes-DesLauriers seconded the motion. Approved 5-0.

C. Rent Collection Policy.

The Executive Director stated that the Rent Collection Policy verbiage has been updated.

Commissioner Kes-DesLauriers made a motion to approve the Rent Collection Policy as presented. Commissioner Park seconded the motion. Approved 5-0.

D. Section 8 Admin Plan Update.

The Executive Director stated AHA has 25 vouchers to issue for the Section 8 program. AHA is having difficulty verifying emergency homeless status. In order for the AHA to be able to release these vouchers the homelessness priority preference needs to be removed. The applicant no longer needs to prove homelessness to qualify for the voucher. All other priority preferences still apply and need to be verified. The Executive Director included the Public Notice which includes the executive summary of what AHA is proposing and meeting minutes of the Public Hearing which was held on Wednesday, June 16, 2021.

Commissioner DuPlessie made a motion to approve the Section 8 Admin Plan Update as presented. Commissioner Kes-DesLauriers seconded the motion. Approved 5-0.

E. Plumbing and Heating Services Contract.

The Executive Director stated the Plumbing and Heating Services Contract was put out to bid on May 26, 2021. Included in your board packet is a list of the vendors who responded. The lowest responsible bidder was Robert Irvine & Sons located in Lynn. They will handle the AHA plumbing and heating issues starting July 1, 2021. If the contract is approved AHA will invite Robert Irvine & Sons do a comprehensive review of our existing heating system.

Commissioner Park made a motion to authorize the Executive Director in enter into a contract with Robert Irvine & Sons. Commissioner Vaughn seconded the motion. Approved 5-0.

F. Laundry Services Contract.

The Executive Director stated that multiple AHA locations are having issues with the washers and dryers breaking down and service calls are not always answered in a timely fashion. The Executive Director asked Automatic Laundry to assess the washer/dryer facilities. Following this the Executive Director invited Automatic Laundry to put together a proposal. All machines will be replaced at Brookside, Maple Terrace, Oakhurst and River Court. The machines will no longer be coin operated, the tenants will have laundry cards they can reload as needed. The sale representative, Jay Lizotte is going to come out and give the tenants training on how to use the new machines and load the laundry cards.

Commissioner Vaughn made a motion to authorize the Executive Director in enter into a contract with Automatic Laundry. Commissioner Park seconded the motion. Approved 5-0.

G. Brookside Resident Concern Requests.

The Brookside resident in attendance at the May meeting raised several concerns and asked the Executive Director to address them. The Executive Director stated that he has provided each Board member with a copy of the seven issues presented and he has provided a progress update under each listed issue. Commissioner DuPlessie inquired if there are any issues that will be problematic. The Executive Director responded the biggest obstacle will be the condition of the driveway, which is in bad shape. The immediate solution will be to patch the holes in the driveway until we can prioritize adding the project to the Capital Plan as soon as possible.

H. Ransomware Attack.

The Executive Director stated there has been a rise in ransomware attacks to large and small businesses. Ransomware is a malicious software that threatens to publish or blocks access to data or a computer system by encrypting it until a fee is paid to regain access. The Executive Director has engaged the services of, Scott Landry of SE Landry Consulting to analyze the computer systems to determine our vulnerability to ransomware attacks.

I. Personnel.

William Precourt has joined the team as our new maintenance mechanic.

J. Executive Director Contract.

The Executive Director stated that his contract is due to expire on September 30, 2021. The board will need to discuss a new contract prior to the expiration date, with added lead time for it to be submitted to DHCD. Chairperson Davis asked for all of the commissioners to email her with dates of availability to schedule a time to meet and review the Executive Directors contract.

K. Attleboro Housing Associates Update.

The Executive Director stated that he spoke with Emily Rothschild, the Advisor to the group that is in the process of organizing a homeless shelter in Attleboro. It was a very productive conversation.

The Executive Director stated he also spoke with our consultant Frank Shea, who is currently Interim CEO at the Women's Development Corporation in Providence, RI. The Executive Director stated he is collaborating with Frank to perhaps undertake some projects with WDC.

L. Civic Outreach

The Executive Director stated he me with At Large City Councilor Cathleen DeSimone and plans on meeting with other members of the City Council in the future. The goal is to engage with community leaders.

M. Upcoming Board Meetings.

The next board meeting will be on Thursday, July 22, 2021 and Thursday, August 26, 2021.

V. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association.

President Portia Gray-Goffigan was in attendance. She expressed concerns that the minutes of the May 27, 2021 meeting did not adequately reflect her comments pertaining to a particular staff member. The Executive Director stated that he believed the minutes captured the essence of the comments made; and that discussion of a particular employee would need to be conducted in executive session. Chairperson Davis stated that the Executive Director oversees the Housing Authority staff and the Board of Commissioners oversees the Executive Director and that any complaints about a staff member need to be directed to the Executive Director.

Ms. Goffigan discussed the new Air Conditioning guidance that recently came out from DHCD and suggested that the air conditioning policy should be reviewed. The Executive Director stated he has reached out to Rob Garrett, Facilities Management Specialist and conveyed his concern as well. Garrett told the Executive Director he is also seeking clarification.

The Executive Director confirmed for Ms. Goffigan that the lease enforcement violations have been put on hold until the Common Area Grounds Policy is reviewed and updated.

Ms. Goffigan raised concerns about employee name badges and that they sometimes get turned around or fall off. With many new residents and newer maintenance staff member's names on them. The Executive Director stated he has contacted the CINTAS Co., who indicated that the agreement was modified when the Housing Authority went to photo name badges. When the agreement renews in September; we can update our agreement to include names on the shirts.

VI. Old Business.

1. Common Area Grounds Policy.

VII. New Business.

1. The election of officers was held. The positions are as follows:

- Kathy Davis – Chair
- Kathleen Park – Vice Chair
- Narvy Kes-Des Lauriers – Treasurer
- Jo Ann Vaughn – Assistant Treasurer

2. Chairperson Davis asked that all of the Board Commissioners look at their calendars and email her dates that may work for them to all meet and discuss the Executive Director's contract renewal.

VIII. Open Comments.

1. Tenants –

- A Tenant discussed displeasure with the Housing to Home relocation. This tenant feels that they did not receive proper notification with relocation. The Executive Director stated that he has discussed these issues with HTH about expectations that he expects to be followed. This tenant also requested that the River Court apartments be retreated by pest control prior to moving back in. The Executive Director stated he will look into that.
- A Tenant stated she has mice in her apartment unit and also inquired as to why the trash barrels are being removed. They usually empty them and leave them for use. Now they are being put out and stored in the garage. The Executive Director stated he will look into this and get back to the tenant.
- A Tenant stated she has ants and also asked for blinds in the laundry room for added privacy when doing laundry in the evening. The Executive Director will follow up with pest control.
- A Tenant stated in building 19 a hallway light is hanging down and needs to be repaired.
- A Tenant discussed a tenant who is parking in front of the disposal dumpster for the removal of the old cabinets. The Executive Director will address the parking issue with the tenant.
- A Tenant discussed not be able to plug into the new elements installed in the bathroom and also it was not mounted straight.

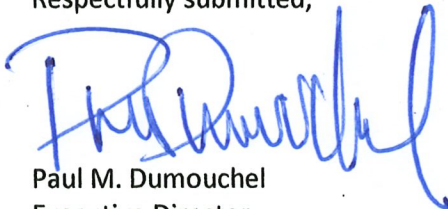
2. Public – None in attendance.

3. Press – None in attendance.

4. Motion to Adjourn

Commissioner Vaughn made a motion to adjourn the meeting at 7:40 PM. Commissioner Park seconded the motion. Voted 5-0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director