

Attleboro Housing Authority  
Minutes  
August 26, 2021

A regular meeting of the Attleboro Housing Authority was held on Thursday, August 26, 2021 at the Hillcrest Oaks Community Room, 27 Carlon Street, Attleboro MA. Chairperson Kathy Davis called the meeting to order at 5:47 PM.

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

Absent: None

I. Approval of Minutes June 24, 2021.

Commissioner DuPlessie made a motion to approve minutes of June 24, 2021 as presented. Commissioner Park seconded the motion. Approved 5-0.

II. Approval of Warrant #349.

Commissioner DuPlessie made a motion to approve Warrant #349 as presented. Commissioner Park seconded the motion. Approved 5-0.

III. Approval of Warrant #350.

Commissioner Park made a motion to approve Warrant #350 as presented. Commissioner Vaughn seconded the motion. Approved 5-0.

IV. Executive Directors Report.

1. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Financial Statements for the period ending June 30, 2021 and July 31, 2021.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending June 30, 2021 and July 31, 2021.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending June 30, 2021 and July 31, 2021. The SHERA program to date has collected \$38,265 in rent arrears. The program has been extended through September 30, 2021.
4. *Work Order Report.* The Executive Director reviewed with the Board of Commissioner's the Work Order report for the period ending June 30, 2021 and July 31, 2021.
5. *Family Self Sufficiently Report.* The Executive Director Reviewed with the Board of Commissioners the Family Self Sufficiently report for period ending June 30, 2021 and July 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 June 30, 2021 and July 31, 2021.

7. *COVID Update.* The Executive Director updated the Board members in regards to the Delta Variant notice from DHCD.

V. *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 stated there is a new Clerk of the Works, Mr. Larry Connors. The Executive Director included an updated two week look ahead schedule. Also included was an update from Housing to Home including an upcoming relocation schedule. The Executive Director reviewed with the Board members change order request #6.

Commissioner DuPlessie made a motion to approve change order #6 in the amount of \$17,991.99. Commissioner Park seconded the motion. Approved 5-0.

Commissioner Park made a motion to approve the substantial completion of project #16145 Removal of the Underground Tank and Generator. Commissioner DuPlessie seconded the motion. Approved 5-0.

Commissioner DuPlessie made a motion to approve Final Completion on Project #161145 Removal of the Underground Tank and Generator. Commissioner Park seconded the motion. Approved 5-0.

- B. Maple Terrace Kitchen Modification (667) #016148. The Executive Director reviewed with the Board members change order request #2.

Commissioner Park made a motion to approve change order #2 resulting in a credit of \$2,984.84. Commissioner DuPlessie seconded the motion. Approved 5-0.

- C. Fire Alarm Panel Replacement (667) #016163. The Executive Director stated this project is presently out to bid.

- D. Repave sidewalk sections on Snell and Thatcher Streets (667) #016160. The Executive Director stated the substantial and final completion letters have been received.

Commissioner DuPlessie made a motion to approve the substantial completion of Project #016160 Repave sidewalk sections on Snell and Thatcher Streets. Commissioner Vaughn 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. Common Area Grounds Policy.

The Executive Director stated collaboration continues with the LTO to amend this policy. This policy should be ready to present at the September board meeting.

C. Brookside Power Washing.

The power washing took place the week of August 16th. Residents are very happy.

D. AHA System Security.

The Executive Director received the final report from Scott Landry of SE Landry Consulting. Although the AHA is in good shape regarding the system security, the Executive Director will work to implement the four proposed recommendations.

E. Personnel.

A member of the Maintenance team resigned from his position in late July. Steve Johnson retired of the Maintenance team retired on August 20, 2021. Interviews have commenced to fill these open positions.

F. Executive Director Evaluation and Contract.

The Executive Director stated that meeting is scheduled for Saturday, August 28, 2021 to perform the evaluation of the Executive Director and to discuss a new contract.

G. Upcoming Board Meetings.

The next board meetings will be on Thursday, September 23, 2021 and Thursday, October 28, 2021.

VI. Attleboro Housing Authority Tenants Association.

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

VII. Old Business.

None

VIII. New Business.

None

IX. Open Comments.

1. Tenants –

- A Hillcrest Oaks Family Resident commented that she felt the staff was not taking her privacy seriously when performing annual inspections. She felt that staff wasn't professional when addressing the condition of her outside items.
- A Hillcrest Oaks Family Resident spoke about some safety concerns he had around the building and or property.

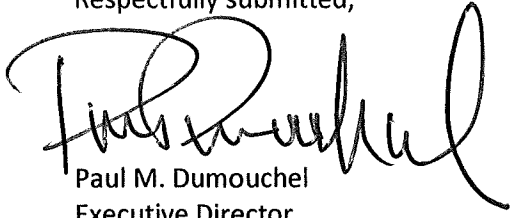
2. Public – None in attendance.

3. Press – None in attendance.

4. Motion to Adjourn

Commissioner Vaughn made a motion to adjourn the meeting at 7:47 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 fluid and cursive, with a large initial "P" and "D".

Paul M. Dumouchel  
Executive Director