

Attleboro Housing Authority
Minutes
January 26, 2023

A regular meeting of the Attleboro Housing Authority was held on Thursday, January 26, 2023 virtually via Go To Meeting. Chair Kathleen Park called the meeting to order at 5:45 PM.

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

Absent: None

I. Approval of Minutes December 1, 2022.

Commissioner Kes-DesLauriers made a motion to approve minutes of December 1, 2022 as presented. Commissioner DuPlessie seconded the motion. Approved 4-0.

II. Approval of Warrant #366.

Commissioner DuPlessie made a motion to approve Warrant #366 and the addendum as presented. Commissioner Kes-DesLauriers seconded the motion. Approved 4-0.

Approval of Warrant #367.

Commissioner DuPlessie made a motion to approve Warrant #367 and the addendum as presented. Commissioner Kes-DesLauriers seconded the motion. Approved 4-0.

III. Executive Director Report.

1. *Financial Statement.* The Executive Director reviewed the Monthly and Quarterly Financial Statements for the period ending December 31, 2022. All line items are on budget and reserves are running about 62%.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending December 31, 2022. There are currently 12 vacancies. The Tenant Selector is working on transfers to accommodate reasonable accommodation requests.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending in December 31, 2022.
4. *Family Self Sufficiency Report.* The Executive Director reviewed with the Board of Commissioner's the Family Self Sufficiency report for the period ending December 31, 2022. Tammy Saad, FSS Coordinator will be holding A Path to Homeownership Seminar on February 24, 2023.
5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioner's the Resident Services Coordinator report for the period ending December 31, 2022.

IV. Emergency and Capital Improvement Projects

- A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative. The Executive Director stated included in the board packet is the current punch list. Progress is being made to address the long list.
- B. Kitchen Upgrade (689 sites). The Executive Director stated the bidding schedule will be as follows:
Bid Advertisement – February 22, 2023
Contractor Walk Through – March 1, 2023
Bid Due Date – March 8, 2023
- C. Interior Painting (689 sites) #016170. The Executive Director stated there are no updates at this time.
- D. Retaining Wall Survey (200-Hillcrest Oaks Family) #016717. The Executive Director stated that DHCD will head this project as potential costs could be excessive.
- E. Exterior Siding Phase 1 (667-Brookside) #016172. The Executive Director stated that the construction documents will be ready within 4 weeks.

Management – Other.

- A. Plainville Housing Authority Management Agreement.
Commissioner DuPlessie made a motion to authorize the Executive Director to enter into a Management Agreement with the Plainville Housing Authority for a period of 5 years.

Further that the Management Fee payable to the Attleboro Housing Authority is \$37,063 annually, which equates to a \$3088.00 monthly amount.

Further that the Executive Director salary adjustment per DHCD Guidelines be 20% of the monthly fee for an annual amount of \$7,413.00 or \$617 per month. Commissioner Kes-DesLauriers seconded the motion. Approved 4-0.

- B. Attleboro Budget Revisions.
The Executive Director emailed the Board of Commissioners separately with the budget revisions for the staff members who will take on additional tasks from the Sharon and Plainville Housing Authorities.

Commissioner DuPlessie made a motion to move the proposed operating budget for State Aided Housing of Attleboro Housing Authority Program #400-1, for fiscal year ending June 30, 2023 showing total revenue \$3,076,269.00 and total expenses of \$3,014,269.00, hereby requesting a subsidy of \$714,329.00 and further that the Executive Directors total annual salary of \$144,470 for fiscal year ending June 30, 2023 be submitted to the Department of Housing and Community Development for its review and approval. Commissioner Des-KesLauriers seconded the motion. Approved 4-0.

A member of the Maintenance Department has been re-classified from Maintenance Mechanic to Maintenance Supervisor. They will take on a supervisory role helping the Plainville Housing Authority Maintenance Staff Members.

C. Formula Funding for Fiscal Year 2026.

The Executive Director stated included in the board materials was the Formula Funding Award for Fiscal Year Ending 2026 in the amount of \$343,045.

D. Attleboro Retirement System Payment.

The Executive Director stated that the Fiscal Year 2024 contribution to the Attleboro Retirement System in the amount of \$179,474.00 due on July 1, 2023.

E. Upcoming Board Meetings.

- Next Board Meeting February 23, 2023; location to be determined.

III. Attleboro Housing Authority Tenants Association.

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

IV. Old Business.

None.

V. New Business.

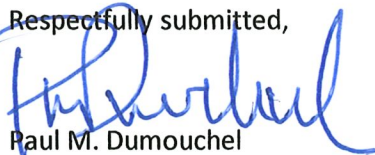
The Board members discussed the options of going back to in person meetings. Several options were discussed and the Executive Director stated he will touch base with all the Board members for a decision as to an in person meeting or virtual meeting for February.

VI. Open Comments.

1. Tenants – None in attendance.
2. Public – Mr. Warner, a resident of the City of Attleboro was in attendance and introduced himself to the Board.
3. Press – None in attendance.
4. Motion to Adjourn

Commissioner Kes-DesLauriers made a motion to adjourn the meeting at 6:39 PM. Commissioner DuPlessie seconded the motion. Voted 4-0.

Respectfully submitted,



Paul M. Dumouchel
Executive Director